

## ***Moving Regulations***

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Our building preferred mover is Sterling Movers and they are affiliated with North American. We have negotiated a special price for our tenants. Our contact is Scott Reiland and he can be reached at 978-322-2509 (office) or 781-844-0759 (cell).

The Management Office has Sterling's Certificate of Insurance (COI) on file and if you are using Sterling you will not need to obtain another COI. If you are using another mover you will need to obtain a COI and have it submitted and approved by the Management Office prior to the move.

It is necessary that you let the Management Office know when your move will take place.

The moving rules and regulations are as follows:

1. All moving is done after hours – **before 8:30 a.m. and after 6:00 p.m.**
2. All equipment/furniture should be moved in from the back door of the building.
3. Masonite is required to protect the flooring from the back entrance of the building all the way to the entrance to your suite.
4. The movers are required to have a vacuum available so that debris can be vacuumed up after the move.
5. It is necessary that the elevators be padded during the move. The Management Office will have the elevators padded.