



### **Centennial Lakes Office Park Moving Procedures**

Moving and all necessary arrangements are the responsibility of the tenant. The Management Office will assist in every way possible to make your move easy and convenient. To optimize communication and coordination between building management staff, the tenants, and the mover, the following steps should be followed whenever there is a move in or out of Centennial Lakes Office Park:

1. Please inform the Management Office of your moving contractor and have your agent call as soon as possible to discuss the proper moving procedures.
2. Please schedule all moves with the Management Office at 952-837-8400 or [lauren.hoium@cushwake.com](mailto:lauren.hoium@cushwake.com) as soon as a moving date is known. The loading dock and service elevators are scheduled in the order they are requested. The loading dock and service elevator can be scheduled between 5:00 p.m. and 8:00 a.m. Monday through Friday, or anytime on Saturday or Sunday.
3. All moves must take place through the loading dock only. All vertical transportation of furniture and equipment is to occur exclusively on the service elevator in buildings IV & V. In buildings I-III a passenger elevator will need to be padded for moving use.
4. The Management Office must have a current Certificate of Insurance from the moving company being used before the date of the move.
5. The moving contractor is responsible for protecting all corridor wall covering, floors and carpeting with a covering of plywood or masonite at least one-fourth inch thick. All sections of masonite must be taped together to prevent sliding. Protect all corners and elevator door casings to avoid damage. All walls, door facings, elevator cabs and other areas along the move route will be inspected by security prior and after the move. Any damage to the building or fixtures caused by the mover will be paid for by the moving company or Tenant responsible for the move.
6. All moving equipment must have rubber wheels (i.e., dollies, two-wheelers, etc.). The Management Office CANNOT provide dollies, two-wheelers, etc... for tenant's use.
7. Please have at least one representative from your company supervise your move and the moving company's activities throughout the entire move. Security service can be arranged for any major move. The charges associated with these services are the responsibility of the Tenant.

### **SERVICE ELEVATOR DIMENSIONS**

CLOP IV 7650 & CLOP V 3600

Door: 47.5" wide x 95.5" high

Cab: 68" wide x 107" high

### **PASSENGER ELEVATOR DIMENSIONS**

All Buildings: I-V

Door: 41.5" wide x 95.5" high

Cab: 78.5" wide x 108" high

### **OVERHEAD DOOR & DOCK CLEARANCE HEIGHTS**

CLOP I 13ft 6 in

CLOP II 13ft 6in

CLOP III- Open

CLOP IV- Open

CLOP V- Open

### **DELIVERIES, MOVING, ELEVATORS, AND DOCKS**

Visit [centenniallakes.com/  
TENANT FORMS/CLOP Moving  
Procedures](http://centenniallakes.com/TENANT FORMS/CLOP Moving Procedures) for information and  
complete details. All tenants  
are responsible for knowledge  
of and adherence to building  
policy. Questions? Contact  
the Management Office at  
**952.837.8400**

#### **ALL FURNITURE**

612.238.3200

Dion@allfurniture.com

#### **ALEXANDER'S MOBILITY SERVICES**

952.881.4128

ksharp@alexanders.net

#### **BELTMANN RELOCATION GROUP**

651.639.2850

Kris.Heckmann@beltmann.com

#### **MINNE MOVERS**

218.779.8857

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#### **SUDDATH**

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