

SKYLIGHT OFFICE TOWER

MOVE-IN/MOVE-OUT PROCEDURES

Skylight Office Tower
1660 West Second Street
Suite 110
Cleveland, Ohio 44113
(216) 706-0310 Phone



If you know the specific dates and times your move is scheduled, please contact the Building Management Office via email to rcek@hertzgroup.com to confirm dates and times. The availability of the freight elevator must be arranged in advance in order to avoid unnecessary inconveniences and delays.

To facilitate your move, please adhere to the following:

- 1) **WHEN TO SCHEDULE MOVE.** The move must take place after 5:00 p.m., Monday through Friday, or anytime Saturday and Sunday.
- 2) **AIR CONDITIONING/FANS.** If building services are desired after normal operating hours (i.e., air conditioning), overtime operation may be furnished at tenant's expense. We require 48 hours written notice in order to furnish services.
- 3) **PROTECTION.** Movers must protect all door frames, including elevators. Movers must protect all building flooring and carpeting with plywood or heavy cardboard to prevent abrasion and buckling under heavy loads.
- 4) **FREIGHT ELEVATOR.** The freight elevator is available for the moving of furniture and other office equipment. Again we require 48 hours notice in order to reserve services. No other elevator may be used for moving purposes. The dimensions for the freight elevator are as follows: 4,500 lbs capacity, 7'3" wide x 6'3" deep x 14' high.
- 5) **PARKING.** One moving van or truck may park in the space located in front of our freight entrance on West Second Street. Moving company is responsible for parking arrangements beyond one moving van/truck.
- 8) **PROVIDE MOVING CO. INFO.** Please provide us with the name of the moving company, contact person, telephone number, moving date and time in writing.
- 9) **LIABILITY INSURANCE CERTIFICATE.** Please have the moving company provide the Management Office with a Liability Insurance Certificate naming **Skylight Office Tower Holdings, LLC and Hertz Investment Group** as an additional insured including a policy endorsement at 1660 West Second Street, Suite 100, Cleveland, OH 44113. Email a copy to rcek@hertzgroup.com
- 10) **WORKERS COMPENSATION CERTIFICATE.** Please have the moving company provide the Management Office with a copy of their Workers Compensation Certificate via email to rcek@hertzgroup.com

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