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. All moves should be scheduled in Cove under Amenity Reservations as soon as a moving date is known. When scheduling the move in Cove, you will be required to provide the name of the company making the delivery and a copy of their certificate of insurance. If you need access to Cove, please contact the Management Office at (952) 837-8400. 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.

2. 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.

3. The Management Office must have a current Certificate of Insurance from the moving company being used before the date of the move.

4. 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.

5. 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.

6. 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.

CUSHMAN & WAKEFIELD
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(952) 837-8400

SERVICE ELEVATOR DIMENSIONS

CLOP IV (7650) & CLOP V (3600)

Door	47.5" Wide x 95.5" High
Cab	64" Wide x 107" High x 95.5" Deep (102" Deep between doors)

NOTE: CLOP I (7701), CLOP II (7601) & CLOP III (3601) do not have service elevators. All deliveries will need to be made using a passenger elevator.

PASSENGER ELEVATOR DIMENSIONS

ALL BUILDINGS

Door	41.5" Wide x 95.5" High
Cab	78.5" Wide x 108" High x 61" Deep

OVERHEAD DOOR & DOCK CLEARANCE HEIGHTS

CLOP I (7701)	13 feet 6 inches
CLOP II (7601)	13 feet 6 inches
CLOP III (3601)	Open
CLOP IV (7650)	Open
CLOP V (3600)	Open

DELIVERIES, MOVING, ELEVATORS, AND DOCKS

Visit **centenniallakes.com/ Tenant Services/Tenant Forms/Moving procedures** for information and complete details. All tenants are responsible for knowledge and adherence to building policy. Questions? Contact the Management Office at (952) 837-8400.

ALL FURNITURE
(612) 238-3200
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