



DIANE FRANKLING
CO-OPERATIVE HOMES INC

POLICY AND PROCEDURES FOR MOVING IN

Office Copy- Please fill in and return to Co-op Office

Unit: _____

Your Move has been booked for: _____

The elevator will be put on service between the hours of: _____ and _____

In order to ensure that your move proceeds as smoothly as possible; please follow the guidelines below.

- a) Moves must be completed in the agreed time above. No moving will be allowed to take place before **9:00 a.m.** or **after 4:00 p.m. (3 Hour Limit)**
- b) For safety and security reasons, all moving must take place through the service entrance, located in the back of 85 Bleecker Street. **Under no circumstances may any moving occur through the main entrance of 85 Bleecker Street.**
- c) In order to ensure the elevator is on service for you and that the back service doors are unlocked, **Call (416) 707-1148** and leave a message shortly before you are due to arrive at 85 Bleecker Street.
- d) Mobile bins and trolleys are available for your moving convenience. Let maintenance know what you will require when you call to inform them of your arrival time.
- e) Please be sure to post the "Elevator On Service" sign on the lobby door of the service elevator before you begin your move.
- f) After your move is complete, please call (416) 707-1148, and leave a message indicating that the elevator may be taken off of service and that the service doors may be secured.
- g) Please be careful when moving not to hit walls or corners with the moving bin or with furniture.

You are liable for the cost of repairing common area damage that occurs during your move.

