



“Move-In/Move-Out”

Email to jsantora@gpsmgt.com

Tenant Name: _____ Building: _____ Floor _____

Contact: _____ Telephone: _____

Moving Date: _____ Moving Time: _____

Moving Company: _____

Contact Name: _____

Area to be Moved (Check One)

Full Floor _____ Partial Floor _____ Single Suite _____

Forwarding Address and Phone Number: _____

Moving Rules & Regulations

1. All moves must be made between hours of 6:00 p.m. to 8:00 a.m. Monday through Friday, or anytime on Saturday and Sunday. Moves must be scheduled with the Management Office at least two (2) weeks in advance.
2. Moving Companies:
 - A minimum of \$2,000,000 in General Liability, \$1,000,000 automobile liability, \$4,000,000 umbrella liability coverage and standard Workers Compensation insurance is required.
 - **New Greenwich Park LLC, JJF Greenwich Park LLC and Greenwich Premier Services** must be named as Additional Insured on the certificate.
 - A copy of the Certificate of Insurance must be sent to the Management Office at least five (5) days prior to the proposed move.
 - Tenant must notify the Management Office of the moving vendor’s schedule. Any last minute changes in schedule must be called in to the after-hours number 203-343-1873.
 - All moving personnel must have proper company identification and wear proper attire with the company logo.
3. Building Security:
 - Tenant is responsible for maintaining building security during the move. Tenant must ensure that exterior building doors are monitored when unlocked.
4. Elevator Use:
 - All elevators to be used during the move will be designated in advance by the Management Office.
 - All corridor jams must be padded and protected by the movers during the move.
 - All elevators must be padded, protected, and all protection removed at the end of the move to meet standard building requirements. All ingress and egress frames must also be padded.
 - Boards, provided by the contractor, must be placed on all passenger elevator floors.
 - Management will provide an individual service key for the designated elevator. A \$500.00 security deposit in the form of a work order is required for elevator key.
5. Ingress/Egress:
 - All lobby and common area floors, including exterior decking/pavers, must be covered with cardboard. On top of the cardboard, masonite is to be placed, and all joints covered with tape prior to any moving.
6. After Hours Security Contact: (203) 343-1873