



PRUDENTIAL PLAZA MOVING GUIDE

All major moves must take place before 6:00 a.m. or after 6:00 p.m. weekdays or anytime on weekends. The moves must be scheduled at least 72 hours in advance by contacting the Office of the Building at (312) 565-6700.

INSURANCE

A current Certificate of Insurance must be on file with the building office prior to any move. The additional insureds and dollar amounts must match exactly with the specified requirements. For a copy of the current insurance requirements, please call (312) 565-6700.

LABOR GUIDELINES

Moving companies must be signatory to a current Labor Agreement and only Union members of those companies will perform the work. For a current list of approved movers, please call (312) 565-6700.

FURNITURE MOVING GUIDELINES

<u>Protection:</u>	Freight Elevators: Corner boards must be provided on all door jambs, including elevators.
<u>Damaged Elevators:</u>	Broken safety edges, broken doors, damaged controls to be repaired by the building designated contractor at the tenant's expense.
<u>Loading Dock:</u>	Corner boards to be provided in corridor areas as required. Suitable protection must be provided to protect walls, doors and elevators.
<u>Tenant Floors:</u>	Carpet protection from elevator to tenant space must be provided either with plywood or Masonite. Walls and doors must be covered as needed.
<u>Clean-Up:</u>	Removal of plywood, Masonite, tape, pads, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day



FREIGHT ELEVATOR INFORMATION

ONE PRUDENTIAL PLAZA

Number:	Two (2) serving levels 1B through 39th floor
Capacity:	6,750 pounds
Cab Dimensions:	8' -6" H X 8' -6" W X 7' -5" D Hatch opening that allows 10' -0" vertical
Door Opening:	6' -0" W x 7' -0" H

TWO PRUDENTIAL PLAZA

Number:	Two (2) serving levels LD through 59th floor
Capacity:	One 7,500 pounds, one 5,000 pounds
Cab Dimensions:	5' -9" W x 9' -0" H x 10' -0" D
Door Opening:	4' -6" W x 8' -0" H

FREIGHT HANDLING – ONE & TWO PRUDENTIAL

The truck dock located at the ground level of the intersection of lower Lake and Stetson streets bears the street address 199 East Lower Lake Street. Located inside the building the truck dock is located at the first basement (1B) of One Prudential Plaza and the Loading Dock Level (LD) of Two Prudential Plaza. The freight elevators serving each respective building are connected to the loading dock by wide, well-lit corridors. There is a total of eight loading spaces. There are four truck docks with leveler plates and two docks with adjustable height hydraulic lifts. The maximum height vehicle that can maneuver in the dock is 14' - 0".

DOCK DIRECTIONS

From the South: Take Columbus Drive north past Randolph and Lake Street to East South Water street and turn left going down the ramp to the stop sign. Turn left (a hairpin 180° turn) and proceed to the next stop sign, which is Lower Columbus Drive. Turn right onto Columbus and at the first street on the right, Lake Street, take another right turn. Go straight ahead to the Prudential Receiving Dock.

From the North: Take Columbus Drive south to the first light past Wacker Drive, which is East South Water Street. Turn right going down the ramp to the stop sign. Turn left (a hairpin 180° turn) and proceed to the next stop sign, which is Lower Columbus Drive. Turn right onto Columbus and at the first street on the right, Lake Street, take another right turn. Go straight ahead to the Prudential Receiving Dock.

Activate the Dock intercom located on the left side of the dock door between the hours of 6am to 6pm Monday through Friday. Activate the Security intercom button any time after hours for assistance.



DIRECTIONS FOR SEMI TRAILER TRUCKS

From the North: Going southbound on Columbus Drive, go to the first stop light past Wacker Drive, which is South Water Street. Make a right hand turn going down the ramp. At the stop sign at the bottom of the ramp, make a right – you will now be going northbound on Lower Stetson. At the end of the street, make a right on Wacker Drive (lower, lower Wacker!). At the next stop sign turn right onto Lower Columbus. Proceed to Lake Street (which is the second stop sign) and make a right. The Prudential Plaza Receiving dock is straight ahead at the end of the street.

From the South: Going northbound on Columbus Drive, go to South Water Street, which is the second light after you pass Randolph Drive. Make a left hand turn going down the ramp. At the stop sign at the bottom of the ramp, make a right – you will now be going northbound on Lower Stetson. At the end of the street, make a right on Wacker Drive (lower, lower Wacker!). At the next stop sign turn right onto Lower Columbus. Proceed to Lake Street (which is the second stop sign) and make a right. The Prudential Plaza Receiving dock is straight ahead at the end of the street.

From the Kennedy Expressway (I-90/94): Take the Ohio exit into the city, and head east on Ohio until you reach Fairbanks (you will pass Michigan Avenue). Turn right on Fairbanks, which will turn into Columbus Drive. Head to the first light past Wacker Drive, which is South Water Street. Follow directions from the Northabove.