

Tenant Move-In Information



MILLBROOK

5215 Old Orchard Road
Skokie, Illinois
T 847-423-2300

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MOVE-IN INFORMATION

Move-In Forms

In preparation for your move to 5215 Old Orchard Road we have included the following checklist of forms and other information required by Building Management. These forms, as well as other forms you will need over the life of your tenancy, can be found at the end of this section.

When using forms, please keep one copy for your records and return the original to the Building Management Office.

It is required that you complete the following forms and return them to the Building Management Office at least sixty (60) days prior to your scheduled move-in. If you have any questions, please contact the Building Management Office at 847-423-2300.

Forms Required Prior to Move-In:

- **Move-In Day Information**
- **Authorized Individuals & After Hours Emergency Contact List**
- **Suite Entry & Signage Order Form (if applicable)**
- **Access Card/Key Request**
- **Parking**

Explanation of Move-In Forms

Move-In Day Information

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

Authorized Individuals: After Hours Emergency Contact List

This form requests general company information such as your billing address, company holidays and contact information.

Contact information requested is for the following information:

The Main Contact:

The person who has authority to make service requests via phone or online work order and to request after-hours HVAC (billed at the hourly charge specified in your Lease). A login and password will be issued to authorized employees to access our online work order system. They will also receive occasional tenant emails in regards to events happening throughout the building.

Rent Statements:

Your accountant or employee in charge of paying rent. They will receive the monthly rent statements on the 20th of each month.

Emergency Contacts:

These contacts will be used by Building Management in the case of after-hours emergencies. The CEO/President will also be considered depending on the extremity of the situation.

Fire Warden:

Each year the building hosts a fire drill to ensure the employees of the building understand how to evacuate safely. The Fire Warden will be responsible for leading your company to safety in an emergency situation and may be offered information events with the Skokie Fire Department.

If you feel there is any pertinent information the building should be aware of in regards to your business operations, please leave a note in the section noted: "Additional Information" on the bottom of this form.

Suite Entry & Signage Form

Your company name will be listed in our main lobby's Electronic Directory and outside of your suite door. Please fill out the enclosed form with the name of your company as you wish it to be displayed. Suite entry signs must be ordered at least sixty (60) days prior to your move in order for installation to occur upon occupancy.

Access Card/Key Request

At 5215 Old Orchard Road, one building access card is issued per person for building access. Building access cards will be issued to you upon completion of this form and a short production process. The forms are used to maintain our building security system. Each card is assigned to a specific individual, so the form will require first and last names for access card assignment.

There is a \$20.00 non-refundable fee for each building access card and a \$5.00 non-refundable fee plus for each key that needs to be replaced due to loss or damage.

Parking

All employees are asked to fill out a vehicle information form. We will utilize this information to get in contact with the vehicle owner if needed.

PERTINENT INFORMATION FOR YOUR MOVE-IN

Moving In

There are specific rules and regulations regarding moving of furniture into your offices upon occupancy and for periodic movement of freight, furnishings and equipment that you will typically have as you continue to occupy the premises.

Here we will discuss the specifics of moving in, and in particular, the timing and use of elevators critical in the early stages of occupancy of an office. Often the tenant will schedule the moving of furniture without notice to the building, only to find that the elevators are being used to move construction

materials, or perhaps, a conflicting move already scheduled. Again, we request that you contact the Building Management Office to confirm all of your arrangements.

When you elect to use a mover, we strongly recommend you give them copies of these Moving Guidelines and the Building Rules and Regulations to ensure that your mover fully complies with the requirements of the building. Please note that it is mandatory that all movers are UNION compliant.

Dock Access

Small deliveries of materials (one elevator load) can be made to the building during regular dock access hours from 6:00am to 6:00pm, Monday through Friday. The dock is closed on Saturday and Sunday.

After-hours access may be arranged in advance with the Building Management Office.

Elevator Usage

(Freight and other large deliveries)

The building is equipped with four elevators servicing all floors. The elevators may be used to move small deliveries (one elevator load) during regular dock hours.

Deliveries to be made outside regular dock access hours must be arranged in advance with the Building Management Office.

The dimensions of the elevators are as follows:

Door opening: 42" W
Interior Dimensions: 77" W x 60" D x 108" H
Load Capacity: 3,500 lbs

Please contact the Building Management Office immediately to report any issues or elevator damage.

Instructions to Movers

General

The mover will perform all services required to move the furniture contents, office machines, records and supplies. These services will include delivery of the equipment to the designated location on the appropriate floor in the building.

Each employee of the mover will wear a uniform shirt plainly lettered with the moving company's name. All movers should have their union identification available to present upon request.

Inspection of the Premises

The mover will be responsible for inspecting the property to be moved and the facilities of the present and new locations. The mover will acquaint themselves with the conditions existing at the present and new location, so that they may furnish such equipment and labor necessary to provide for the orderly, timely, and efficient movement of the property. They will acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished. The mover will not be relieved of the responsibility of properly estimating the difficulty and the cost of performing the services required herein because of his failure to

investigate the conditions or to become acquainted with all information concerning the services to be performed.

Since it is the obligation of the mover to inspect all involved areas of the property prior to the move, they will assume full responsibility for any damages to property occurring during their handling of the move.

Services to Be Furnished By Mover

Supervision, Labor, Materials and Equipment

The mover will furnish all supervision, labor materials, supplies and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment will include, among other things, dollies, hand trucks, etc., as may be required. All material handling vehicles used in the interior of the building must have rubber tired wheels and must be maintained free from grease and dirt. All filing equipment must be transported upright. The Building will not provide any moving equipment.

Crating, Padding and Packing Material

The mover will take every precaution by means of crating and padding to safeguard property from damage. The mover will also furnish, install and remove floor, carpet, wall, and glass protective materials wherever necessary to protect the building from damage. Protection must also be provided to the interior and exterior trim of all elevators used in the move. All padding and packing materials are to be removed from the Premises by the mover.

Floor and Wall Protection

The mover will at all times protect and preserve all materials, supplies and equipment. All reasonable requests to enclose or specially protect such property will be complied with. That means that:

All corners must be taped.

Masonite floor protection must be used on all marble, stone and carpeted areas.

Unions - Employees

ALL EMPLOYEES OF MOVER WILL BE UNION MEMBERS!

Permits, Franchises, Licenses or Other Lawful Authority

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to building personnel.

Moving Insurance

When moving into 5215 Old Orchard Road your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified below:

INSURANCE REQUIREMENTS FOR ALL CONTRACTED SERVICES:

At his sole expense, the Contractor shall carry and maintain throughout the term of the contract, the insurance described below. The policies described below shall be primary over any that may be carried by the Owner. Except for Workers' Compensations, the policies shall name Half Day Investments II LLC, Millbrook Skokie LLC, The Benida Group LLC, Millbrook Properties LLC, Arboretum Lakes Employment LLC, their owners, managers, and affiliated companies and trusts as their interests may appear as Additional Insured with respect to general liability and work performed by the named insured as required by written contract regarding Millbrook Skokie LLC tenant improvement work. Policies must be with carriers licensed to do business where the contract work is done. The form of the insurance shall at all times be subject to Millbrook Properties reasonable approval and the carrier or carriers must be good and responsible insurance companies. The all-risk and liability policies must each contain a provision by which the Insurer agrees that such policy shall not be canceled except after thirty (30) days written notice to Millbrook Skokie, LLC.

Before start of work, Contractor shall submit to Millbrook Skokie, LLC a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of this contract, it is to be automatically renewed and a new Certificate of Insurance shall be sent immediately to Millbrook Skokie, LLC.

These policies shall contain provisions or endorsements waiving the right of subrogation of their insurance companies against Millbrook Properties LLC and their agents and employees.

Workers' Compensation

- Statutory Limits

Employer's Liability

- \$100,000 each accident
- \$500,000 policy limit – disease
- \$100,000 disease – each employee

General Liability

- This shall include all major divisions of coverage and be on a Commercial Occurrence Form. It shall include premises operations, products and completed operations, contractual, personal injury, advertising injury and Owner's & Contractor's protective and broad form property damage.

Limits Primary

- \$1,000,000 each occurrence – BI and PD
- \$2,000,000 general aggregate per location
- \$1,000,000 agg. Product – comp. oper.
- \$1,000,000 personal injury and adv. Injury
- \$5,000 medical expense

Limits Excess

- \$5,000,000

Excess liability policies must follow form with primary liability policies.

Automobile Liability and Property Damage

This shall be on an occurrence basis with a combined single limit of \$1,000,000. It shall include all automobiles owned, leased, hired or non-owned

Equipment Insurance

This shall be a Contractor's equipment floater, or similar form, and shall be an all risk basis, valued form providing replacement cost coverage for all equipment, tools, supplies, machinery and all other such personal property at any time brought in, or about , the Building. Coverage shall protect against theft. The insurance shall contain a provision or endorsement waiving the Insurer's right of subrogation against the Owner and Agent and their agents and employees.

Fidelity Bond

If performance of the contract requires Contractor's employees to work in occupied tenant space, Contractor must carry a third-party liability bond or a fidelity bond extended to third parties. Limits must be at least \$100,000.

Mail Certificates to:

Millbrook Skokie, LLC
5215 Old Orchard Road, Suite 100
Skokie, IL 60077

E-mail Certificates to:

skokie@millbrookrec.com

Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices:

- Order new stationery, envelopes and business cards with new address and phone numbers. Please note that the mailing address for this building is 5215 Old Orchard Road, your suite number, Skokie, IL 60007.
- Contact ComEd at least 90 days prior to occupancy to transfer or initiate service, if applicable.
 - Your Meter Number is: _____
- Contact your phone/data carrier(s) regarding installation of phone/data service to your suite.
- Notify the post office of your change of address
- Send a change of address card or note to clients, vendors and friends
- Complete required building forms, keep a copy for yourself and return the originals to the Building Management Office.
- Furnish your moving company with a copy of the Moving Guidelines, Building Rules and Regulations and Certificate of Insurance Requirements included in this manual.