

Deliveries

55 West Monroe

All large deliveries (such as furniture and large office equipment) for 55 West Monroe must be made through the dock area- located off Dearborn Street in the alley between 55 West Monroe and the Marquette Building (W Marble Place). Large deliveries are not allowed through the Main Lobby building entrances.

All large deliveries should be scheduled outside of normal business hours (7:00 a.m. to 6:00 p.m. Monday- Friday), or on weekends. Large deliveries (delivery loads that require more than 3 freight trips) require prior authorization and scheduling with Building Management. Floor protection (Masonite, etc.) is required from the lobby exit/entry doors to the front of the elevator and from the elevator to the delivery point on a tenant floor.

Freight and Hydraulic Freight Elevator

Car #1 in the high-rise elevator bank is used as the building's freight elevator. Scheduling large deliveries is extremely important. Please review the following freight elevator regulations:

- The elevators may not be locked out during business hours.
- All large deliveries and moves must be scheduled with the Management Office at least 24 hours in advance.
- Tenant office moves must be scheduled for before or after business hours or on weekends.
- Day deliveries can be no more than 3 freight elevator trips. Delivery loads that require more than 3 freight usages require the freight elevator to be reserved.
- Deliveries or moves requiring more than 3 elevator trips must be scheduled with Building Management for before 7:00 a.m. or after 6:00 p.m.
- If use is required on the weekend, arrangements must be made with Building Management.
- Floor protection must be used for all large deliveries or moves.
- Staging in the Main Lobby will not be allowed.
- Reservations are on a first come, first serve basis.
- The cost for after-hour freight usage for all move-outs is \$47.00/hour with a four (4) hour minimum. All rates are subject to change at management's discretion based on union labor increases.

ALL MOVES MUST BE CONDUCTED BY UNION AFFILIATED MOVERS