

**SEVEN MILE CROSSING
MOVE-IN/MOVE-OUT AND DELIVERY PROCEDURES**

GENERAL INFORMATION

Seven Mile Crossing has been designed to provide easy delivery of materials with limited disruption to the building.

All routine building deliveries (UPS, Federal Express, and U.S. Mail) should be made through the south entrance doors of each building. Larger deliveries (furniture, large equipment) should be made through the south entrance of 38705, at the loading dock on the south side of 38701 and through the south entrance of 38695.

Please provide us advance notification of your planned delivery or relocation times allowing us to open the dock area, pad the elevator, and restrict the use of the freight elevator exclusively for your requirements. All moves and receiving must be completed after regular business hours.

**SEVEN MILE CROSSING
38705, 38701, 38695 SEVEN MILE ROAD
LIVONIA, MICHIGAN 48152**

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PROCEDURES

The following are our procedures for tenant move-ins, move-outs and deliveries.

1. Please give at least five- (5) business days advance notice of anticipated move/delivery date.
2. **Grubb & Ellis Management Services must be provided with a certificate of insurance evidencing liability coverage and naming Grubb & Ellis Management Services, Inc., as Agent For Owner and SMC Investors, L.L.C. as additional insureds prior to the moving day.**
3. All moves and deliveries must occur after regular business hours.
4. Tenant/Movers/Delivery Companies may not use the main (north), east and west entrances to the building for any moving or deliveries. All deliveries, furniture, equipment, etc. must be brought in and out of the building through the loading dock entrance in Building 38701 and the south entrance of Building 38695 and 38705.
5. The Tenant and their moving company are responsible for disposal of all refuse, clean up, and moving boxes. Building dumpsters and containers may not be used.
6. Grubb & Ellis Management Services must be provided with the name, address, telephone number (that can be reached during the day, evening and weekends) and contact person for your moving/delivery company.
7. Grubb & Ellis Management Services must be provided with the name of a tenant representative and phone numbers where the representative can be reached during the day, evening and weekends.
8. Grubb & Ellis Management Services must be provided with the names and a certificate of liability insurance for any contractors performing set up or take down of furniture and electrical work in the suite.
9. Access to electrical/phone rooms is not available evenings & weekends without making prior arrangements with Grubb & Ellis.
10. Common areas and elevators must be protected by the Tenant (we supply pads for the elevator in 38695). Doors and frames as well as corridor walls must be protected. The lobby floor must also be protected. The Tenant will be responsible for any damage to the property caused by the delivery or move.

If you are vacating your suite, you must return all access cards and keys to the Landlord. Our office is located at 38701 Seven Mile Road, Ste. 190, Livonia, Michigan 48152. You must leave your suite reasonably clean. All trash and debris must be removed to the dumpster. All low voltage, data and phone cables must be pulled back to the wall.