



33 N. Third Street, Columbus, OH 43215
Phone 614-221.4736 Fax 614.221.4739

MOVE IN/MOVE OUT BUILDING PROCEDURE FORM

1. Move In/Move Out hours are:

9 a.m. to 3 p.m. Monday through Friday if the building has a loading dock

After 5 p.m. Monday through Friday, and from 9 a.m. to 3 p.m. on weekends if the building does not have a loading dock.

2. Freight Elevator Reservations should be made at least five (5) days in advance.

*** Important Notice ***

If it is required to keep Building Staff past 3 p.m., the tenant will be billed as follows:

\$20 per man per hour with 24 hours notice

\$40 per man per hour with no notice

Tenant _____

Location _____

Suite _____

Move In/Move out Date(s) _____

Time(s) _____

Tenant Authorization Signature

Date _____ Telephone Number _____

Before the Freight Elevator Reservations will be confirmed, this form must be signed and faxed or mailed to your local Office Manager.

