

Hines
One South Dearborn
312-386-8300

Move-In/Move-Out Guidelines

1. Moves may only occur weekdays between 5:00am and 7:00am, after 6:00pm or on weekends.
2. All moving companies must submit an insurance certificate prior to the start of any move. Insurance requirements can be found on the following page.
3. All personnel performing work within the premises must be in good standing with their local Union and a member of the current collective bargaining agreement.
4. All moves must take place via the loading dock on. No equipment, material, furniture, packages, supplies or other property is to be received through the Building lobby or via the passenger elevators. One South Dearborn's loading dock is located off of Dearborn Street. The dock includes (3) three loading bays approximately 10' wide x 28' deep and 14' high.
5. Moves that occur after 6:00pm on weekdays or on weekends require hiring Security Personnel to monitor the dock. The Tenant will be billed at the current hourly rate, with a minimum of four (4) hours for the extra Security. Please contact the Management Office for current rates.
6. Tenants and their movers must be certain that objects which exceed load per square foot limits are not to be placed on any floor without proper Landlord approved reinforcement and support systems. Contact the Management Office if you have questions on load factors.
7. During any Move-In/Move-Out activity, the Tenant and its agents should take care not to damage the freight elevator, any walls, doors, flooring, etc. Any damage to public area will be repaired by the Management Office. The cost of such repair will be billed to the tenant.
8. Following a Move-In, the Tenant may request additional clean up services. The additional services may include cleaning furniture, breaking down boxes, removing trash, vacuuming, dusting, cleaning walls and spot cleaning carpets. All such requests should be forwarded in writing to the Management Office. Tenants will be billed at the current hourly rate for such services following completion of all work.
9. One South Dearborn has two (2) freight elevators. The dimensions for the freight cars are 4500lbs at 500fpm load limit; door opening at entrance to elevator 4'-0" wide x 8'-9" high at floors 1-3 and 7-39. 4'-0" wide x 7'-6" high opening at floors 4-6. Cab dimensions are 5'-8" wide x 7'-11" deep x 12'-0" high.

Insurance requirements for One South Dearborn:

Commercial general Liability:	\$1,000,000 combined single limit bodily & property damage per occurrence
Auto Liability:	\$1,000,000 combined single limit bodily & property damage per occurrence
Excess Umbrella Liability:	\$5,000,000 per occurrence
Employer's Liability:	\$1,000,000 per occurrence
Workers Comp	Statutory Amount

Certificate holder: **SOF-Dearborn, L.P.**

The following should be listed as additional insured:

Hines Interests Limited Partnership, SOF-Dearborn, L.P., its parent and Starwood Capital Global Group II, L.P. and its or their subsidiaries, affiliates, directors, officers, members, managers, partners, lenders, agents, employees and assignees, and other such entities hereafter as may be reasonably requested by Owner, referred to collectively as additional insured. Coverage afforded to the additional insured shall be on a primary basis and noncontributory with any insurance maintained by the then listed additional insureds.

A copy of the certificate can be emailed to:

OSD@hines.com