

## MORNINGSIDE MOVING AND DELIVERY RULES

- 1) These rules are for large delivery of new purchases and/or removal of old items. Including but not limited to furniture, mattresses, appliances, windows, and other large items.
- 2) Delivery or removal of remodeling/painting equipment, medical equipment, and donated household items.

Moving/delivery hours: 8:00 am to 5:30pm Monday-Saturday exclusively. For the comfort of all residents no Sundays or holidays.

See Morningside Rules, including Rule 2.2, for further details.

### PRE-MOVING AND PRE-DELIVERY PROCEDURES-

- All moving of large items, including delivery of new items, medical equipment, and donations to a charity for pickup must be done THROUGH THE GARAGE. NO MOVING THROUGH THE FRONT DOOR IS ALLOWED.
- You must notify Morningside's management company (Skyline) in advance, complete a move in authorization form and provide a \$200.00 damage deposit before any move/delivery can begin. The deposit will be refunded (minus any costs of cleaning/repairs if the move in/out area is left unclean or damaged) following an inspection by the Morningside staff.
- Protective wall pads and a wooden floor pad (provided by the Morningside maintenance staff) **MUST BE** installed to protect the elevator. Reservations must be made at least one business day in advance by calling 303-759-0776. At the time of reservation, you may arrange to borrow an independent service key for the elevator. You must personally sign the key out from Morningside on the day of use and return it by 10:00 am the next day. Deposit will be forfeited if the key is not returned.
- **Elevators are to be operated in a manner which allows for continued passenger use, i.e., they are not to be "held" at any floor other than loading/unloading.**

### MOVERS AND DELIVERY SERVICES-

- MOVING VEHICLES are not to park on the sidewalk, or block any garage entrance, parked vehicle, or garage parking spaces.
- It is recommended that a NOTE BE PLACED ON THE MOVING/DELIVERY VEHICLE stating where they can be located in case of an emergency.
- The GARAGE DOOR electric eye can be set in open position. For assistance, contact the onsite office, onsite maintenance staff will be paged to assist you.
- Movers/delivery personnel are to use the ELEVATOR or the fire escape stairs on the building ends for all moves. **NO MOVING OR DELIVERY IS ALLOWED THROUGH THE FRONT DOORS.** If a fire escape door is propped open, you or your movers must monitor that entrance at all times
- **Elevators are to be operated in a manner which allows for continued passenger use, i.e., they are not to be "held" at any floor other than loading/unloading.**
- EMPTY MOVING BOXES AND PACKING PAPER are to be collapsed and stacked in the recycling bins located on the property. Do not put packing paper or boxes down the trash chute. Disposal of large items are NOT TO BE LEFT IN OR IN FRONT OF THE TRASH ROOMS. See the office for the location of the large item trash area.

MORNINGSIDE'S OFFICE: SKYLINE MANAGEMENT, INC (303) 759-0776

Updated as of 9/2022