

## **PARKWAY NORTH CENTER MOVE IN CHECKLIST**

This checklist will help you with the details of your move into Parkway North Center.

- Arrange for your moving company and supply Building Management with a certificate of insurance. See Vendor Insurance Requirements for insurance requirements.
- Coordinate ComEd electricity meter billing transfer with Building Management.
- Loading Dock/Freight Elevator Reservation Form
- Tenant Contact Information Form
- Workspeed Emergency Contact Database Form
- Signage Request Form
- Key/Access Card Request Form
- Tenant Certificate of Insurance . See Lease for requirements.
- Provide Building Management with a desk/office count. Building Management will provide (1) desk-side recycling bin per desk/office.
- Notify the Post Office to change mail delivery.
- Notify the phone company to bring service into building. See Riser/Telephone Closet Regulations for more information.