

## **The Porter, Inc. Moving Policy**

The following policy is intended to convenience Porter residents as well as minimize damage to Porter property during moves into or out of the building.

Anyone moving into or out of The Porter must take the following steps:

- 1) Inform the Board in writing, no less than one week prior to the date of the move. Before and after the move a Board member will inspect the hallways and common areas for move-related damage.
- 2) When a unit changes owners, our management company will notify the settlement companies of both the buyer and the seller that the Porter requires a \$250 nonrefundable moving fee from both parties to be collected at settlement.

Prior to a move that is not connected to the selling of a unit (such as a sublease), a \$250 nonrefundable fee must be paid to the treasurer of the Porter. The shareholder will be held responsible for any damage to the building exceeding the \$250 fee.

- 4) Make sure your movers/workers adhere to the following procedure for moving/care of Porter.

### **Moving Procedure**

In order to prevent damage to the lobby tiles and front steps, only the rear entrance is to be used for moves into out of the Porter. The only exception: if a particular item will not fit, the front door may then be used.

Entrance Doors: Do not leave front or back entrance doors open and unattended. A resident or member of the moving party should be in the nearby vicinity or else the doors must be closed and locked between trips.

Storage Rooms: When moving items into or out of the storage rooms, the doors should not be left open and unattended. Movers should not be moving items into or out of the storage rooms without the resident being present to insure other residents' belongings are not damaged or stolen.

Use of dollies: Because the bouncing of the wheels of a dolly can damage the concrete steps of the front and rear entrances and in the stairwells, please do not use dollies on the stairs.

Stairwell: Door wedges (in the box with the elevator pads, see #2 below) are available for use during the move. Please take care not to hit the walls, leaving marks.

Elevator: While the elevator is used during the move, please do not tie it up for the whole period, as other residents need to use it. When using the elevator, it is critical that the following procedures be followed to avoid damaging the walls and the equipment:

1. Before beginning the move, learn how to move the relay arm in the elevator cab should it become locked when someone calls the elevator while the entrance door is open. The relay must never be forced. Also, the elevator will unlock itself in 15-20 seconds after it becomes locked.

2. Place the elevator pads on the walls of the elevator and mats on the floor. Pads and mats are located at the top of the stairwell above the 4th floor.
3. To hold the elevator at a floor while loading or unloading, use the "cage door restraint" (the chain hanging inside the cab) and "entrance door wedge" which is stored near the elevator in the basement. Please free up the elevator for use by residents in between loads.
4. To avoid straining the hinges, do not open the elevator entrance doors more than 90 degrees.
5. Do not close the elevator entrance door without first making sure the cage door is closed. If this is not done, and someone calls the elevator, the entrance door will lock. To unlock it, use the elevator key in the box beside the basement elevator door.
6. Sometimes the elevator entrance door in the basement is difficult to open. The solution is to gently lift on the door handle as you pull it outwards.

May 2001

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