

Moves and Deliveries

Booking your elevator

You should advise the Concierge desk of your move in date as well as any deliveries as soon as possible. This will avoid any conflict with security personnel in allowing access into the building. It will also minimize confusion during the hectic time as three to four move-ins are scheduled each day. The Concierge can be contacted at 416-944-9560.

When your moving company arrives, concierge personnel will direct them to the loading dock area and the Concierge staff will put the elevator on service.

Moving hours are Monday to Friday (9:00a.m. – 4:30 p.m.) and on Saturday (9:00 p.m. to 4:00 p.m.) Moves on legal or statutory holidays are not allowed.

Moves and deliveries must be booked at least seven days in advance so that the elevator may be protected with moving blankets and placed on service for your convenience. Reservations are made during business hours and are on a first come - first serve basis with the Concierge's Desk.

The moving or delivery people should remove all cardboard and boxes from the site. Otherwise, you have to break the cardboard and boxes down and place them in the recycling containers located on the Sky Lobby located by the mail room.

Packing Tips

- Disassemble any items you can.
- Insure items with sharp corners or projections are prevented from puncturing or scratching.
- Reinforce the bottom of all boxes with tape.
- Pack one room at a time and label each box with room and contents.
- Mark boxes containing fragile items clearly as "Handle with Care", "Glass" or "Fragile". Load these boxes on top of all other freight and secure in place.
- Fill any unused space in boxes with paper or other filler to prevent shifting during transit.
- Dispose of items you do not need or want. Garage sales, consignment shops or charitable organizations are a great way to avoid moving unwanted items.
- Move your valuables, houseplants, necessities, and specialty items with you.

Furniture

Pad all furniture with blankets or bubble wrap. Secure padding to furniture. Remove legs from furniture if possible. Place wing nuts or screws in envelopes or plastic bags and tape to underside of furniture. Coat fine wood furnishings with wax to protect against scratches. Stand sofas on end and secure in place to minimize cargo space used. Place loose cushions in bags and use as filler between furniture pieces. Move dressers with contents in drawers to avoid repacking. Secure drawers from opening during transit.

Electronics

Whenever possible, use original shipping boxes for computers, printers, stereo equipment or televisions. Wrap each piece with bubble wrap or foam packing material. Immobilize any moving parts. Remove all cables and cords if possible. Color code or label wiring for easier reinstallation. Tape electrical cords to back of appliance to prevent plug damage. Follow manufacturer's instructions for moving when available. Do not move compact discs in hot weather.

Dishes & Glassware

Each piece should be individually wrapped and packed in shredded newspaper in stout boxes. Plates should be packed on edge instead of flat. For the best protection, purchase the "dish packs" sold at local equipment rental or packaging stores. Fine silver should be wrapped in cloth or silver paper. Place these boxes on top of load and secure the boxes in place to prevent shifting during transit.

Lamps

Remove all bulbs and shades before packing. Pack in sturdy cartons.

Wall Hangings

Wrap each painting or framing individually with bubble wrap, blankets, or towels. Load items in carton on their edges, not flat. Label and mark cartons as fragile. Be sure to load these cartons in a safe position on the trailer.

Please do not pack the following items:

Fuels	Aerosol Cans
Paint/Mineral Spirits	Flammable Liquids or Corrosives
Liquid Bleach	Fire Arms or Ammunition
Matches/Candles	Food in Glass Jars
Live Plants	Pets
Perishable Goods	Cleaning Chemicals

Loading Tips

- Be sure to lift items using your knees (not your back) to prevent injuries.
- Make sure ramps are sturdy and securely in place.
- Use dollies to load appliances and other heavy objects.
- Load heavy items on bottom, lighter items on top.

Redirection of Mail

When, you may pick up your mail in the mailroom located in the lobby. Your mailing address is:

Your Suite #
8 Park Road
Toronto, Ontario M4W 3S5

Parcel Delivery

The Concierge/Security will be glad to accept parcels on your behalf provided that a waiver is pre-signed with our office. Waivers can be found under the forms section of the website.

Vacations and Other Absences

Notify the Concierge Office if you intend to leave for extended periods of time and include in the information names of people authorized to enter your home, as well as a contact person who we could call in case of an emergency. Place on hold newspaper and/or deliveries to your suite and make arrangements with a friend, neighbour to pick up your mail. You may also arrange with the post office to hold or forward your mail to a temporary address.