

NORTH **180** LASALLE

180 North LaSalle Move In/Out Procedures

Following are guidelines to assist your firm in planning a move in or out of the building.

1. Select a moving company. Please see below for a list of recommended movers.
2. The selected moving company must contact the Office of the Building at 180nlasalle.info@hines.com to receive insurance requirements. A current Certificate of Insurance must be on file with the Office of the Building at least 24 hours prior to the move.
3. Schedule freight time with the Office of the Building at 312.827.7800 or by emailing 180nlasalle.info@hines.com as soon as you know your move date. The freight elevators are for use on a first come, first served basis.
4. Moves can only take place after 5:00pm Monday through Friday, and from 7:00am to 8:00pm on Saturday.
5. The moving company is required to lay masonite on the corridor from the suite to the freight elevator lobby.

Voice/Cable Installation/Removal Information

IMG Technologies

Lisa Shoulders

630.737.9800

lshoulders@imgtechnologies.net

DirectTV

PrimeTime Sports

847.637.3500

Paint Disposal Vendor Recommendation

Epaint Recycling Solutions

Linda Paniagua

847-666-8351

epaintrecyclingsolutions.com

ComEd

Contact Hillary Snodgrass at 312.827.7814 or hillary.snodgrass@hines.com to coordinate a service suspension or transfer. Please provide your suite #, account #, and a copy of a previous invoice.

Recommended Moving Companies

Advantage Moving and Storage Inc.

847.658.3600

Hallett Movers

708.458.8600

3MD Relocation Services

708-681-2000

Boyer Rosene Moving and Storage

847.593.8700

Pickens Kane Moving and Storage

312.942.0330

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180 North LaSalle Street, Suite LL-020
Chicago, IL 60601
T: 312.827.7800 F: 312.827.7854