



OUVERNEUR GARDENS HOUSING CORPORATION

305 MADISON STREET
NEW YORK, N.Y. 10002
TEL: (212) 204-0640
FAX: (212) 204-0642

MOVING IN, MOVING OUT, AND DELIVERIES THE NEW ELEVATORS MUST BE PROTECTED

When one is moving anything in or out of the building, or taking a delivery that cannot be carried without a cart or dolly, a Move In/Move Out/Delivery form must be provided by the Management Office. It is important that we know in advance so protective padding can be hung in the new elevators during the move/delivery.

Please do not have a truck arrive at the end of the day when the Building staff has left for the day, and expect that you will be permitted to move things in or out. That can no longer happen. All we need is a few hours of advance notice so we can take the steps necessary to protect the beauty of the new elevators.