

OLYMPIC TOWER CONDOMINIUM

641 Fifth Avenue
New York, New York 10022
212.486.9400 x1 - Office

MOVING ITEMS ON TOP OF SERVICE ELEVATOR – Revised 04/28/2025

1. **Call the Package Room** - AT LEAST 3 DAYS prior to the date that you want to move your item(s) on top of the service elevator at 212.486.9400 x3 to discuss your needs and to check available dates. All moves will occur at 1:30pm and must be completed by 4:30pm.
2. **Call the Elevator Company** - After the Package Room approved your *anticipated* move date, because the elevator company also needs AT LEAST 3 DAYS notice to schedule two elevator technicians for your move.

Roy Ragusa
Client Relationship Manager - Uptown Manhattan
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Give Otis your *anticipated* move date and speak to them about your cost for the two technicians; which can be placed on your credit card. If your *anticipated* move date is acceptable to Otis, it becomes your *confirmed* move date – **CALL THE PACKAGE ROOM AT 212.486.9400 X3 TO ADVISE THEM OF THIS DATE.**

3. **Call the Management Office** – To immediately advise us of your confirmed move date (212.486.9400 x1) and to discuss insurance coverage requirements.
4. **Notify Your Moving Company** – They will position your item onto and off of the top of the elevator (with the assistance of Otis personnel) and they will move the item from the elevator into your unit.
 - That they must provide the Management Office with a certificate of insurance evidencing worker's compensation (as required by NYS law), liability insurance naming certain parties (see attached) as additional insured and a completed Exhibit "A" (attached) PRIOR to the *confirmed* move date.
 - If they are using dollies or hand trucks with wheels, that they **MUST** protect the corridor carpeting with Masonite boards.

Access up to the floor will NOT be permitted until the moving company is in compliance.

Elevator Information:

The freight entrance is located on the north side of 51st Street (next to Prime Burger), between Madison and Fifth Avenues.

The exterior entry door frame leading from 51st Street to the freight car (Car #16) measures approximately: 3' wide by 8'4" high. The interior width of car #16 is 4'5" and the height is 10'. The smallest service car (Car #14) approximate measurements are: Width of 4'8", Depth of 4'11" and Height of 9'0". Car #14 door opening is a width of 2'11½" and a height of 7'10". **MAXIMUM WEIGHT LIMIT IS 2,500lbs.**

Under no circumstances will the elevator service car emergency hatch be opened for any delivery purpose, nor items placed on top of the car, unless arrangements are made with the elevator company, as stated above.

OLYMPIC TOWER
INSURANCE REQUIREMENTS AND ENTRY PROTOCOL – Revised

05/11/17

In order to gain access to the building, movers/contractors will need the following, on file with the Management Office, **PRIOR** to entering the building:

1. Proof of Liability and Worker's Compensation insurance naming the appropriate parties as additional insured (see attached sample).
2. Signed Hold Harmless Agreement Exhibit "A" (see attached).
3. Moves **MUST** be scheduled with our Package Room, in advance, by phoning 212.486.9400 x3.

ENTRY PROTOCOL

- A. Movers are required to bring **Masonite** to protect the common areas of the building, from the service elevator on the unit owner's floor to the unit. Contractors may be required to do the same, depending on the scope of work. Please check with management (212.486.9400 x1).
- B. Movers/contractors are responsible for removing all boxes and debris.
- C. All moves/work is permitted on any Monday through Friday (which is not a *building observed* holiday) from 9:00AM and 4:30PM (out of the building by 5PM).
- D. The Condominium reserves the right to require movers/contractors to have photo identification and/or company identification. Those persons who do not have such identification may be refused access to the building.

OTHER IMPORTANT INFORMATION

The freight entrance is located on the north side of 51st Street (next to Prime Burger), between Madison and Fifth Avenues.

The exterior entry door frame between 51st Street and the freight car measure approximately: Width of 3' and height of 8'4." The interior width of car 16 is 4'5" and the height is 10'. The smallest service car, (Car #14) approximate measurements are: Width of 4'8", Depth of 4'11" and Height of 9'0." . The car door measures a width of 2'11½" and a height of 7'10". **MAXIMUM WEIGHT LIMIT IS 2,500lbs.**

If the item for delivery exceeds these dimensions, under no circumstances will the elevator service car emergency hatch be opened, nor will items be placed on top of the car, unless arrangements are made with the Condominium's elevator company (at your expense). Contact the Management Office, for more details.

**If you have any questions, please contact
Olympic Tower Management Office:**

**641 Fifth Avenue, C1
New York, New York 10022
212.486.9400 x1
212.935.6745 - Fax**

