

Loading Dock Use & Freight Elevator Procedures

Loading Dock Specifications:

Clearance at loading dock: 13'

Loading Dock Height: 13'

Tractor-trailers are not allowed at the loading dock.

Freight Elevator Specifications:

Maximum weight capacity: 6,000 lbs.

Loading Dock General Information:

All loading dock users must sign in with security prior to leaving any vehicles unattended. We ask that all users to limited standing time to 30 minutes. Vehicles left unattended at the loading dock without first checking in with security may towed at the owner's expense. Users of the loading dock and freight elevator must leave the area(s) clean and free of dust and debris. Storage of construction materials, debris, furniture or other items in the loading dock and/or freight vestibules on building is not allowed.

Tenants, contractors, vendors and other personnel are required to comply with local labor restrictions and policies to ensure harmonious labor relations are maintained.

Use of the building's dumpster is not permitted. Contractors must live-load trash removal. Dumpsters for live loading are allowed at the loading dock after 7:00 p.m. weeknights and all weekend until 6:00 a.m. Monday. Dumpsters should be carefully placed so as to minimize noise and shock to the loading dock and support structures. Full dumpsters must be covered and removed immediately.

Any damage caused to the loading dock, freight elevator or building must be reported to the Management Office immediately.

Users of the loading dock are permitted to have only one vehicle at the dock at one time.

Moves:

All moves must be coordinated with the Management Office. Generally, moves are allowed only during non-business hours, weekdays prior to 7:00 AM or after 6:00 PM and anytime on Saturdays and Sundays on a reserved basis. Please provide your proposed moving date and timing as early as possible in order to ensure freight elevator and loading dock availability.

The moving company must provide a certificate of insurance to the Management Office at least five days prior to the day of the move (please contact the Management Office for specific insurance requirements). Movers must protect building floors, walls and elevators throughout the move.

Freight Elevator Use:

All personnel using the freight elevator are required to display and leave a valid photo I.D., sign in and out, and must be authorized to enter by prior approval.

Combustible materials and liquids are not allowed in the building without prior authorization by the Management Office. All combustible materials must be clearly marked with the appropriate labels.

All goods loaded onto the freight elevator must be properly contained and secured. Disposal of empty pallets is the responsibility of the delivery provider.

Deliveries to the building must be made through the loading dock entrance and delivered to the various floors via the freight elevator. Use of other entrances or the passenger elevators for freight is prohibited.

Care shall be taken when loading heavy items onto the elevator to ensure the weight limit restrictions are not exceeded.