

LOADING DOCK RULES – 55 Second Street

ADDRESS:

55 Anthony Street (alley way; backside of building)

HOURS OF OPERATION:

Monday thru Friday, 5:00AM to 8:00PM.

LOADING DOCK MEASUREMENTS:

48in wide & 96in height door

FREIGHT MEASUREMENTS:

Door width; 4ft wide/8ft tall

Inside the freight 11ft & 4in tall

1. All contractors must check in with the interior Officer, obtain and sign out when finished.
2. During regular business hours, the loading dock operates on a first-come, first-serve basis at 20-minute intervals.
3. NO large deliveries permitted during regular business hours.
4. After-hours access to the loading dock and freight must be coordinated through Building Management by submitting a Contractor Access Form to the building office at least **48-hours** ahead of desired Date / Time. Last minute requests are not guaranteed for accommodation.
5. Additional Security is required for after-hours access to the loading dock. A 4-hour minimum required and will be billed back to the Tenant.
6. For larger trucks, a loading zone is available on Anthony Street. Access to the building will be through the loading dock area only.
7. **Masonite must be laid on the path of travel from: (A) Loading dock to freight elevator and from (B) Freight elevator to suite.**
8. **NO PALLET JACKS ALLOWED.**
9. **USE OF THE DUMPSTERS AND RECYCLING COMPACTOR ARE PROHIBITED.**

FREIGHT ELEVATOR RULES

1. The building has only one (1) freight elevator available for use. This elevator is shared by Contractors, Engineering, Janitorial and Tenants alike.
2. Freight elevator must be used for the duration of the project. No passenger cars or stairwells are to be accessed by general contractors or sub-contractors.
3. During regular business hours, Contractors may expect heavy use. Any large deliveries or moves should be scheduled for after-hours.
4. After-hours access to the loading dock and freight must be coordinated through Building Management by submitting a Contractor Access Form to the building office at least 48-hours ahead of desired Date / Time. **Last minute requests are not guaranteed for accommodation.**

EXCLUSIVE ACCESS TO THE FREIGHT IS NOT GUARANTEED DURING AFTER-HOURS