

Security Passthrough Request Form

1201 Third Avenue

The following information is needed in order to prepare a Security pass down for your work at 1201 Third Avenue. If you have any questions regarding the information requested, please feel free to contact our office at 206-224-1201 or 1201mgmt@wrighttrunstad.com.

****Passthrough must be submitted at least 24 hours prior to commencing work****

****Loading dock is limited to unload/loading only****

Tenant Information:	
Company Name	
Contact Name	
Contact Number (after-hours)	

Contractor/Vendor Information:	
Company Name	
On-Site Contact Name	
On-Site Contact Number	
Supervisor Contact Name	
Supervisor Contact Number	

Loading Dock Rules:

Requests that require long load times (furniture deliveries, office moves, etc.) must be scheduled after hours between 7pm – 7am or over the weekend.

Loading Dock Usage: Load/Unload Only				Freight Elevator Usage:			
Date:				Date:			
Time In:		Time Out:		Time In:		Time Out:	

Vehicle Type:		Floor(s):	
Vehicle Size:		Suite(s):	

Summary of Access:

Please mark **how** contractors/vendors will be granted access to the space.

Tenant: <input type="checkbox"/> Cardkey provided to vendor <input type="checkbox"/> Tenant on-site contact	Building security: <input type="checkbox"/> Temp Vendor card in keybox <input type="checkbox"/> Building vendor card in keybox
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Summary of work (Please include work schedule and any special instructions):

- | | | |
|---|---|---|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Sensitive Rooms | <input type="checkbox"/> Office Equipment |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Events | |
| <input type="checkbox"/> Alarm Impairment | <input type="checkbox"/> Fire / Alarm Systems | |
| <input type="checkbox"/> Cubical / Furniture Delivery | <input type="checkbox"/> Data Lines / Telecom | |

1201 Third

Loading Dock & Freight Policy

Location

The loading dock delivery entrance is located on the north side of the building on University Street between 2nd and 3rd Avenue.

Loading Dock Hours

Business Hours

- Monday - Wednesday & Friday: 7:00 am - 7:00 pm (limited to unload/load only)
- Thursday - 7:00 am - 1:30 pm (freight down for weekly maintenance from 1:30 pm - 4:30 pm)

After Hours

- 7:00 pm - 7:00 am (may reserve a space for time needed, if available)

Passdowns

For the safety of our building occupants, building security needs specific information before scheduling any after-hour delivery or move.

To schedule the use of the loading dock/freight elevator after hours, please submit a completed **Passdown Request Form** to 1201mgmt@wrighttrunstad.com. For a copy of the Passdown Form, please contact the Property Management Office. You may also download a copy of the passdown form from the [1201 Third Tenant Portal](#).

Deliveries

A 'delivery' is any truck/van load that delivers during loading dock business hours. **Loading dock time during business hours is limited to unload and load only.**

For after-hour deliveries, please submit a Passdown Request Form.

Although attempts are made to accommodate all deliveries, if the dock is full the loading dock staff reserves the right to refuse access and instruct a vehicle to return later.

Moving

A 'move' is considered to be any truck/van load delivered to the loading dock after hours. Please review our Building Moving Procedures before planning a move.

To schedule the use of the freight/loading dock for your move, please contact Property Management and include a copy of your completed Passdown Request Form. Please also be sure to include a copy of your vendor's certificate of insurance.

Truck Clearance

Max Truck Height:	12' (144")
Max Truck Length:	20' - 24' (240" - 288")
Two S.E. Parking Spaces:	12' (144")

Dock Height: 3 ft

Freight Elevator Dimensions

Width:	64" (5' 4")
Depth:	94" (7' 10")
Height:	120" (10')

Max Capacity: 4500 lbs. (centered in elevator)

Additional Rules & Regulations

Loading Dock Management

Our loading dock attendants are hired to manage the dock and traffic. Their instructions must be followed.

Pallets / Pallet Jacks

Pallets and pallet jacks are prohibited on multi-tenant floors. All pallets must be broken down on the loading dock prior to being transported to a tenant floor.

Large pallet deliveries should be scheduled for after-hours delivery. Pallets must be disposed of by the vendor, or a \$50.00/pallet disposal fee will be invoiced to the tenant.

For any questions regarding the policies stated above, please contact Property Management at 1201mgmt@wrighttrunstad.com or 206-224-1201.