

# 1201 THIRD FREIGHT & LOADING DOCK 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 prior to scheduling any after-hour delivery or move.

To schedule use of the loading dock/freight elevator afterhours, please submit a completed [Passdown Request Form](#) to 1201mgmt@wrighttrunstad.com. For a copy of the Passdown Form, please contact the Property Management Office.

For new tenants, a copy of the form will be included in your Tenant Welcome Packet.

## 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 that is delivered to the loading dock after hours. Please review our Building Moving Procedures before planning a move.

To schedule 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 vendor, or a \$50.00/per 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](mailto:1201mgmt@wrighttrunstad.com) or 206-224-1201.