

Tower 1201

Loading Dock + Freight Elevator Policy

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 am– 7 pm (load/unload only)
- Thursday: 7 am – 1:30 pm
The freight is down for maintenance every Thursday from 1:30 pm to 4:30 pm

After Hours

- 7:00 pm - 7:00 am

Passdowns

To ensure the smooth operation of the loading dock and maintain the safety of all building occupants, building management and security staff require specific information **before** any after-hours delivery or move can be scheduled. This information must be submitted using the building's **Passdown Form**.

Completed Passdown Forms are to be sent to 1201mgmt@wrightrunstad.com. For a copy of the form, please contact the Property Management Office. You may also download a copy from the [1201 Third Tenant Portal](#).

To ensure timely coordination and avoid access complications, tenants are encouraged to submit the Passdown Form well in **advance**.

Deliveries

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

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



Requirements for use of the freight/loading dock for a move:

- Submit completed passdown form to Property Management
- Provide a current copy of your vendor's certificate of insurance

Dimensions & Size Restrictions

Truck Clearance

- Max Truck Height: 144" (12')
- Max. Truck Length: 240" – 288" (20' – 24')
- Two SE Parking Spaces: 14" (12')
- Dock Height: 3 ft

Freight Elevator Dimensions

- Width: 64" (5' 4")
- Depth: 94" (7' 10")
- Height: 120" (10')
- Max. Weight 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@wrightunstad.com or 206-224-1201.

