

**Loading Dock –**

To Make an Elevator Reservation:

- Elevator reservations are made through the Property Management Office by contacting (415) 421-1444.
- Only the General Contractor is authorized to make an elevator reservation on behalf of itself or its subcontractors.
- Elevator(s) may be reserved for use after 5:00 p.m. on weekdays, and on a 24-hour basis during weekends.
- Due to occasional high demand for elevator reservations by both contractors and tenants, you may be asked to share a reservation.
- The following information is required when making an elevator reservation:
  - Site Contact Name
  - Site Contact Cell Phone Number
  - Company Name
  - Project Name, Building, and Floor(s)
  - Specific Time of Reservation
  - All subcontractors needing access to the elevator
- After Hours Access: Before 7:00 a.m. or after 6:00 p.m. (Monday through Friday) and all day Saturday, Sunday and holidays. Contractor should confirm access with the Property Management Office and Building Engineering.
- Loading Dock entryway dimensions: 10' x 10'
- Freight Car Dimensions:
  - Front openings: 46" Wide 103" (8' 7") High
  - Floor Area: H 108" (9') W 80" (6' 8") O 58" (4' 10")
  - Cab Height: 108" (9')
- Plan to arrive at the intercom at ramp on Halleck Alley and push the button to call the Lobby Security console.
  - After parking, Contractor must come to the lobby desk to sign in, then load or unload their vehicles.

**Catered Food** – Catered food deliveries for tenants, please call the tenant if a number is provided to call to inform them their delivery has arrived. Then sign the delivery person(s) in and send them up to the floor.

**App Food Deliveries** - If it is a door dash, grub hub or similar app delivery company the tenant must come down to the lobby to retrieve their food items. Security doesn't accept food deliveries for tenants and security isn't responsible for watching food if the delivery driver becomes impatient and leaves it on the console.

**Packages** - When mail package companies: **USPS, UPS, FEDEX, DHL, STAPLES, AMAZON, ONTRAC**, etc. arrive on site security will retrieve their ID and sign he/she in, they can then be buzz

through the turnstile #3or #4 for he/she to use the low-rise elevator bank to access the **freight elevator only**. No hand carts or mail carts are allowed in the passenger elevators.

**Basement Mailroom** – The mailroom hours are Monday – Friday 8:30am – 4:30pm. The mail receiving window closes at 4:30pm. Mailroom accepts mail for the following floors 23, 20, 19, 18, 17, 16, 14 and Branch (MUFG & US BANK). \*Only FedEx is scheduled to PICK UP OUTGOING packages from the basement mailroom receiving window ledge between 4:14pm – 5:00pm.\*

If it's FedEx Ground the employees must schedule pick up directly from their floor.

- Security isn't allowed to accept any mail or packages
- NO mail/packages deliveries are allowed after 430pm
- No mail/packages should be delivered on holidays or on the weekends.

**Tenants** – Mail is delivered directly to the tenants' floor. The delivery person is signed in and sent then up to the floor,

**Bike Messengers/Couriers** – Messengers/Couriers must wait in the lobby for their point of contact to come down. Messengers aren't allowed to pass the turnstiles.

**Construction** – When there is an active construction project taking place there will be a lot of movement in the building and the contractor, vendor or architect will require access to the loading dock area to unload and load materials. Please check emails for approval notes for access.