



Loading Dock Rules & Regulations

- **General Information**

- The Loading Dock hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m.
- After 6:00 p.m. Monday through Friday and all day Saturday and Sunday is considered after hours.
- The Loading Dock is closed on Saturday and Sunday but may be accessed for deliveries when prior arrangements have been made with the Property Management Office.
- You may reach the Loading Dock by calling the main telephone number 791-9797 or by calling the back line number 791-9533, extension 7.

- **Deliveries**

- All deliveries to the Loading Dock must be scheduled.
- It is important to obtain the time of day for all deliveries when possible for scheduling purposes.
- Any delivery that is furniture, furniture rental, furniture rental removal (i.e. Kirby Rental) or computer equipment, etc. that will fill more that one elevator load **must** be scheduled after hours.
- Small furniture deliveries to include file cabinets and so forth that arrive unassembled must be assembled once the items are delivered to the tenant suite.

- **Insurance**

- Liability insurance is required for furniture deliveries that are for large moves and for any type of equipment installation in the tenant suite.
- The insurance must be obtained prior to the delivery. Please contact the Property Management Office for this information.

- **Loading Dock Parking**

- There is no parking in the Loading Dock.
- The Loading Dock is for loading and unloading.
- When vendors are scheduled to install or set-up furniture and or make repairs that will take longer than 30 minutes they must unload the materials and then move their vehicle out of the of the Loading Dock.



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- **Waste Disposal**

- The Loading Dock is not available for disposal of **large** quantities of waste such as furniture, computer, large quantities of books etc. Our compactor is unable to dispose of these types of items.
- You cannot dispose of move in or move out trash.
- Some options for small quantity disposal are:

Book Disposal- \$50.00 per cloth cart load. The \$50.00 charge covers the additional weight in the compactor. The tenant must load the cart and take it to the Loading Dock. If you cannot transport the cart to the Loading Dock you may schedule someone to transport it for you for a charge of \$25.00.

Cardboard Disposal- There is no charge if the tenant breaks down the boxes and takes it to the Dock and places the cardboard in the large blue recycle bin.

Computer Equipment- \$25.00 per computer to cover the additional weight in the compactor. The maximum is 4.

Move in / Move Out Trash- Excessive amounts of trash due to a move in or move out