

- The loading dock area is kept open for deliveries. All delivery truck drivers and building vendors are required to sign in at the dock office with the Dock Master.
- The dock master will document the vendor's name, company, and delivery suite on the signin log.
- An elevator access cards will be issued to the vendor for the floor they are visiting. A visitor badge will be issued and must be displayed on their outer-most garment.
- All personnel parking in the dock area or making deliveries are required to leave their I.D. and/or vehicle keys prior to entering the building.

DOCK PARKING IS COORDINATED BY DOCK MASTER. YOU MUST FOLLOW THEIR INSTRUCTIONS AT ALL TIMES.

18 Wheel Semi Trailers & Freightliner

- Semi-Trailers must park on Calhoun Street, unload their freight on the street, and take their freight down the dock ramp.
- The maximum height for freight-liner trucks entering the dock area is 12' 10".

Box Truck Delivery

- Small box trucks are permitted to park in either Truck Bay #1 or Truck Bay #2.
- Clearance for Truck Bays #1 and #2 are 11' 7".
- Large box trucks and freightliners are permitted to park in Truck Bays #3, #4, or #5.
- Clearance for Truck Bays #3 and #4 are 12' 10".
- Clearance for Truck Bay #5 is 11'.

Small/Fleet Vehicles Delivery

Small/Fleet vehicles are permitted to park in Vehicle Bay #1 or #2. Vendors that are working for an extended period of time in the building will be directed to park in the North garage after dropping off tools and equipment.

