

## **POLICIES & PROCEDURES FOR LOADING DOCK & FREIGHT ELEVATOR**

### **GENERAL INFORMATION**

- The only freight elevator at One Boston Place is located at the loading dock in the rear of the building off Court Square. This elevator is available for use by tenants, contractors, vendors, suppliers, postal workers and others supporting the every-day needs of the building.
- When parking at the loading dock you must sign in at the security office, leave the vehicle keys with the officer and inform him/her of your intentions. **Maximum standing time at the dock is 30 minutes. Vehicles left unattended at the loading dock beyond the 30-minute limit may be ticketed or towed at the operator's expense.** Use of the dock and/or freight elevator for longer periods of time requires scheduling for off-hours use through the Building Management Office at (617) 570-6400.
- All personnel entering the building via the loading dock entrance are required to display and leave a valid photo I.D., sign in and sign out, and must be authorized to enter by an OBP employee.
- All users of the freight elevator and loading dock must meet the insurance and indemnity requirements of building management.
- Any damage caused to the loading dock, freight elevator or building must be reported to the Building Management Office immediately so that satisfactory arrangements may be made for repairs.
- Users of the loading dock and freight elevator must leave the area(s) clean and free of dust and debris. Failure to comply will result in cleaning back-charges.
- Use of the building's dumpster is not permitted.

#### General Information Continued:

- Tenants, contractors, vendors and other personnel using the freight elevator and loading dock will be required to comply with local labor restrictions and policies. Harmonious labor relations will be maintained. **This is a Union building.**
- Storage of construction materials, debris, furniture or other items in the freight vestibules on the various floors is prohibited.
- All goods loaded onto the freight elevator must be properly contained and secured. Materials such as sand and cement shall be transported in sealed bags and palletized if necessary.
- Disposal of empty pallets is the responsibility of the person or firm delivering the palletized material. Empty pallets must be removed from the building by the same vendor delivering the pallet. **Failure to remove pallets from One Boston Place will result in disposal back-charge. This policy will be strictly enforced.**
- Combustible materials and liquids are not allowed in the building without prior authorization by building management. All combustible materials must be clearly marked with the appropriate labels.

#### **LOADING DOCK USE**

- Overhead Clearance at loading dock: 16'. Dock Height: 41" (tailgate height). Maximum Truck Length: 30' **Tractor-trailers are not allowed at the loading dock.**
- Users of the loading dock are permitted to have only one vehicle at the dock at one time.
- Dumpsters may not be delivered to the loading dock during normal operating hours.
- Dumpsters are allowed at the loading dock after 7:00 PM weeknights and all weekend until 6:00 AM Monday. Dumpsters should be carefully placed so as to minimize noise and shock to the loading dock and support structures.
- **Dumpsters must be removed from the dock by 6:00 AM Monday through Friday.**
- Full dumpsters must be covered and removed immediately.

## **FREIGHT ELEVATOR SPECIFICATIONS**

- **Maximum weight capacity: 3,500 pounds.**
- **Maximum number of people on the freight elevator at one time: 12.**
- Freight Specifications Continued:
- Freight elevator and door opening dimensions: Freight *elevator* door opening: 4'w x 8'h. Freight *vestibule* door opening (all floors): 4'-6''w x 7'h. Cab interior dimensions: 6'w x 6' deep x 10'h. The cab ceiling has a vaulted pocket measuring 5'w x 1'-9'' deep x 4'high. Total height from the elevator floor to top of pocket: 14'.

## **FREIGHT USE**

- Deliveries to the building must be made through the loading dock entrance and delivered to the various floors via the freight elevator. **Use of other entrances or the passenger elevators for freight is strictly prohibited.**
- The freight elevator is staffed from 7:00 AM to 6:00 PM Monday through Friday (except holidays) and is available for general use on a first-come-first-serve basis.
- The only people authorized to operate the freight elevator are building personnel who possess a Freight Operator's License. **Operation of the freight elevator by unauthorized personnel is strictly prohibited.**
- Care shall be taken when loading heavy items onto the elevator to ensure the weight limit restrictions are not exceeded.
- The building janitorial staff reserves use of the freight elevator between the hours of 6:00 PM and 11:00 PM, Monday through Friday.

## **RESERVING THE FREIGHT ELEVATOR**

- **Freight Reservations require a 48-hour notice** and requests must be submitted to the Building Management Office at (617) 570-6400. Reservations by telephone will be accepted followed by written confirmation using a ***Building Service Request Form***. Request Forms must be received in the Management Office prior to the date reserved.
- **Available off-hours for reserving the freight elevator:**
  - Weeknights: Monday through Friday 11:00 PM to 7:00 AM.
  - Weekends: Friday 11:00 PM through Monday to 7:00 AM.

## **CANCELLATION OF A FREIGHT REQUEST**

- **The Management Office requires a 24-hour notice for cancellation of a freight request.**