

## **LMC Loading Dock Rules and Regulations**

- **Loading Area**
  - Loading Area shall operate between the hours of 6am and 5pm, Monday- Friday (non-holidays).
  - Loading Area shall have dedicated staff to facilitate scheduling, loading, unloading, and enforce the rules and regulations set forth in this document.
  - No idling will be permitted at any time.
  - Reverse alarms will not be permitted prior to 7am.
  - No storage shall be permitted at any time on the dock area or in the loading corridor. Management is not responsible for anything left in the dock area/storage.
  - Any special requests for dock operations outside normal operating hours shall require a security detail, and associated costs shall be billed directly to the requesting tenant.
    - Monday-Friday will be billed per hourly rate, Saturday, Sunday and Holidays will be billed as a 4-hour minimum.
- **Freight Elevator Access**
  - Two Freight elevators are available for use during operating hours.
  - No tenant or vendor shall have exclusive use of a freight elevator without prior written consent from Building Management.
  - In the event of mechanical failure of a freight elevator, all prior consent for exclusive use shall be suspended until both elevators return to proper operation.
  - Access to tenant floors require a building access card to be provided by the dock attendant. A valid photo ID will be required in order to obtain a building access card.
  - Delivery personnel are required to report to the dock attendant to sign-in prior to being provided access to the freight elevator, and then must sign-out upon completion of delivery. Access cards are specific to floors/tenants and cannot be used to access unauthorized areas or floors of the building.
- **Tenant Deliveries**
  - Loading area personnel, security officers, maintenance, or management personnel are not permitted to sign for or accept deliveries for any tenant at any time.
  - All deliveries shall be brought directly to the respective tenant or signed for by an authorized tenant representative.
  - If the delivery cannot be brought directly to the tenant floor or a tenant representative is not available, the dock attendant will attempt to contact a tenant representative listed on the Landmark Center Tenant Contact List.
  - Deliveries that do not meet these requirements shall be refused.
- **Tenant Move-In/Move Out**
  - Tenant moves are not permitted during normal operating hours without prior written consent from Building Management.
    - Including but not limited to the following;
      - Delivery or removal of moving materials (crates, boxes, tape, etc.)
      - Delivery or removal of furniture or fixtures (not included in construction)
      - Delivery or removal of equipment (not included in construction)
  - No tenant or vendor shall have exclusive use of a freight elevator without prior written consent from Building Management.
  - In the event of mechanical failure of a freight elevator, all prior consent for

exclusive use shall be suspended until both elevators return to proper operation.

- **Emergency Procedures**

- In the event of a Fire Alarm Evacuation, all deliveries shall halt until BFD has given the all clear. No trucks will be permitted to enter during an evacuation event.
- In the event of a building related emergency in the vicinity of the loading area, all deliveries shall halt until BFD, BPD, or Building Management has given the all clear and pedestrians have disbursed from the area. No trucks will be permitted to enter during this time.