

**10 & 120 South Riverside Plaza  
USE OF FREIGHT ELEVATOR AND LOADING DOCK**

**General**

1. The freight elevator is accessed from the west side of each building from the loading dock on Canal Street. The dock and elevator shall be used for tenant deliveries, construction deliveries, construction debris removal, building trash removal, furniture deliveries, construction personnel movement and other purposes as may be required from time to time.
2. All users of the loading dock and freight elevator shall meet insurance requirements of JLL.
3. Any damage caused to the loading dock, freight elevator, tenant or public areas of the Building shall be immediately reported to the Management Office and satisfactory arrangements must be made to repair the damage at the Contractor's expense.
4. Users of the loading dock and freight elevator are required to leave the area(s) clean (broom swept and wet mopped) and free of debris. Use of the building dumpster for debris removal shall not be permitted. If the facilities are not cleaned the user of the facilities shall be charged for the clean-up of these areas.
5. All vehicles parked at the dock for deliveries or any other reason must have the ignition turned off.
6. Employees of 10 & 120 SRP are not allowed to use the dock door entrance to come in and out of the building. Employees are to use the front door at all times.

**Loading Dock**

1. During normal operating hours, users of the loading dock shall be permitted to occupy dock space for a period of no longer than thirty (30) minutes. Once off loading is complete the vehicle shall leave the dock area. At no time during operating hours shall parking be allowed at the loading dock.
2. Users of the loading dock shall be permitted to have no more than one vehicle at the dock at anytime during normal operating hours.
3. Vehicles which are longer than 20 feet in length shall not be permitted at the loading dock during normal operating hours.
4. Tractor trailers are strictly prohibited from use of the loading dock at any time.
5. Dumpsters may not be placed at the loading dock during normal operating hours without the prior authorization of the Management Office. The exact location of a dumpster at the loading dock whether during normal operating hours, night or on a weekend shall be subject to approval of the Building Engineers and /or Security personnel.
6. Dumpsters shall be removed from the loading dock within 24 hours of placement. Installation and removal schedule shall be coordinated through the Management Office.
7. Failure to comply with loading dock procedures may result in a vehicle being towed.
8. The loading dock may not be utilized by the tenant employees as a means of ingress/egress for the property.

## **Freight Elevator**

1. During 6:00 a.m.-5:00 p.m., Monday through Friday (holidays excluded) the freight elevator is available on a first come first served basis at no cost.
2. The freight elevator is used by the building cleaning staff between the hours of 5:00 p.m. to 10:30 p.m. Use of the elevator during this time will be limited and at the discretion of JLL. After hours regulations and usage fees will apply whenever permission for usage is granted during the cleaner's hours.
3. Operation of the freight elevator by unauthorized persons is strictly prohibited.
4. All large deliveries to the building shall be scheduled outside normal operating hours, referred to hereafter as "after hours". Requests for after hours operation shall be made by calling the Management Office, with a minimum of 48 hours in advance and will be honored on a first come, first served basis. **Charges for after hours operation** includes the dock guard and freight usage but fluctuate depending on the guard's hourly rate. There is a four (4) hour minimum charge.
5. Those persons intending to use the freight elevator to deliver material or to perform work shall register with the dock. Such persons are required to check in with Building Security (at the loading dock) upon entering the building.
6. JLL reserves the right to inspect all tool boxes and equipment which are being removed from the building.
7. Nothing is to be stored in the freight elevator vestibules on any floor.
8. All goods loaded onto the freight elevator must be properly packaged. Loose material such as sand and cement shall be transported in sealed bags.
9. JLL accepts no responsibility for loss or theft of contractor tools, equipment, or materials which have been brought onto the premises.
10. The dock hours are as follows for after hour deliveries (need to be scheduled in advance):

10 South Riverside Plaza  
5:00 p.m.-6:00 a.m.

120 South Riverside  
5:00 p.m.-10:00 p.m. (only)