

CONSTRUCTION DELIVERY PROCEDURES

- All material deliveries/ pickups MUST be scheduled by the General Contractor's Superintendent/Foreman. Sub-contractors should coordinate their deliveries/pickups with the GC to avoid scheduling conflicts. ONLY the Superintendent/Foreman can submit requests to the building's scheduling coordinator, Venice Swayzer.
- Deliveries* requiring less than ½ hour of dock and/or elevator use may be made during regular dock hours (6:30 a.m. - 2:30 p.m. for 100 S. Wacker and 6:30 am - 3:30 p.m. for 150 S. Wacker Monday-Friday). The use of the freight elevator is nonexclusive.
Drywall, metal studs, piping, items that require the freight to be shut off, or require a pallet jack are not allowed during this time period.
- Deliveries of smaller items* requiring more than ½ hour up to 2 hours of dock and/or elevator use may be made between 12:30 p.m. to 2:30 p.m. for 100 S. Wacker and 1:00 p.m. to 3:00 pm for 150 S. Wacker Monday - Friday. These deliveries MUST be scheduled in advance through Security at 100150security@lpc.com. The use of the freight elevator is nonexclusive and the delivery trucks MUST be off the dock by reservation end time.
* Drywall, metal studs, piping, items that require the freight to be shut off, or require a pallet jack are not allowed during this time period.*
- Deliveries requiring dock and/or elevator usage for larger items and/or longer than 2 hours MUST be scheduled through Venice Swayzer or Bryan Davis at least five days in advance. These deliveries are allowed between 5:00 p.m. - 10:00 p.m. Monday through Friday and all-day Saturday and Sunday. Early morning deliveries/pickups are between 4:00 a.m. – 6:30 a.m. and can be scheduled at least 24 hrs. in advance. **Delivery MUST be completed and truck out of the dock by 6:30 am (NO EXCEPTIONS).**
- Drywall and metal stud deliveries can be scheduled before or after dock hours. The delivery MUST be completed, the hallway, dock and freight areas must be mopped before 6:30 am. to prevent drywall debris from being spread throughout the building. The freight door tracks should be vacuumed before mopping.
- Dumpster deliveries/pickups are allowed between 4:00 pm – 10:30 pm, and 11:30 pm - 3:00 am during the week. On the weekends dumpsters can be dropped off or picked up at any time except on Saturdays between 3:00 pm -7:30 am Sunday, and on Sundays between 3:00 pm -11:30 pm.
- Deliveries requiring the use of a pallet jack such as for carpet, vinyl and ceramic tiles, etc. Must be scheduled before or after hours. The pallet jack should have a fork that is 20 ½" x 48" delivering a pallet that is 24" x 48."
- **Deliveries/pickups MUST be cancelled at least 24 hours in advance to avoid the tenant being billed.** When canceling by email send it to Venice Swayzer, Bryan Davis, and Georgia Voulgaris at GVoulgaris@LPC.com . If you do not receive a response from your email, please call (312) 641-3411 to inform us of the cancellation. Deliveries scheduled for Sat., Sun., and Mon., should be cancelled no later than 1:00 pm on Friday.

● Dock dimensions:	<u>100 Building (H x W x L)</u>	<u>150 Building (H x W x L)</u>
(North to South)	Bay 1 13' x 12' x 24'	12' x 20' x 24'
	Bay 2 12'10" x 18' x 24'	11'7" x 19'9" x 24'
	Bay 3 12' x 12' x 24'	12' x 19'9" x 24'
	24' long from overhead door to platform	24' long from overhead door to platform

● Freight Elevator dimensions:	<u>100 Building</u>	<u>Lo-rise</u>	<u>Hi-rise</u>
Doorway	42"W x 6'11" H	<u>150 Building</u>	<u>150 Building</u>
Height Inside high	8'6"- back 24' is 11'9" high	42" x 7'4"	42" x 7'6"
Width Inside	7'	9'4"	9'4"- back 24' is 11'4"
Depth Inside	5'	7'	5'2"
		5'2"	5'2"

Extra long pieces not able to fit in the elevator may have to go on top of elevator cab. **Five (5) day notice is needed to schedule. NO EXCEPTIONS.** Freight capacity is 3500 lbs.

Please read the information above and indicate your understanding of the procedures by signing below:

By: _____
 Company: _____
 Dated: _____