



## 535 Mission Loading Dock & Freight Elevator Guidelines

**Loading Dock:** Deliveries that exceed 2 loads and/or 20 minutes for delivery and unloading must be done before 7 a.m., after 6 p.m., or on weekends. *Delivery shipments during the day between 7 a.m. and 6 p.m. will be a maximum of two loads only. If loading requires the freight elevator doors to be held open, it must be scheduled for after hours when the freight can be placed on independent service\*. No furniture or large material deliveries will be allowed during business hours.*

**Elevators:** Only the Freight Elevator, located in the Service Corridor (off the loading dock), may be used for furniture deliveries.

Building Elevator dimensions are as follows:

Elevators	Width	Depth	Height
A-D- high-rise	81.5"	65.75"	9 ft.
E-F- low-rise	81.5"	65.625"	9 ft.
G – Freight/service	81.5"	67.5"	9 ft.
H- shuttle	69.5"	52.125"	9' 2"

**Hours:** Monday through Friday: 6:00p.m. through 7:00a.m..  
Saturday through Sunday: Anytime through reservation only

Daytime deliveries (7:00a.m. through 6:00p.m.) must be limited to the freight elevator, and loading dock space is not reserved for daytime deliveries. There is a 20-minute limit for parking in the loading dock. **ALL MOVE INS AND MOVE-OUTS MUST BE SCHEDULED IN ADVANCE** with the Building Management Office to avoid conflicts. Please call (415)796-5540 to reserve the freight elevator and loading dock space.

**Weight:** Freight Elevator weight capacity – 3500lb

**Protection:** The moving companies must provide Masonite to cover stone and tile floors in the corridors from the elevator lobby to the entrance door of the tenant space. Corner boards must be provided on all doorjambs, including elevators. Walk-off plates must be provided to protect door thresholds on all floors.

Moving trucks may not block the loading dock entrance or public sidewalk at any time. Please follow certificate of insurance requirements.

\*Tenants will be responsible for any elevator outage charges that are associated with tenant deliveries.

If you have questions, please contact the Building Management Office at (415) 796-5540.