

LOADING DOCK RULES

THE LOADING DOCK IS USED BY TENANTS AND TRI-MAIN STAFF TO CONDUCT BUSINESS AND IS A VITAL PART OF THE EFFECTIVENESS OF THE BUILDING. PLEASE REVIEW AND FOLLOW THESE GUIDELINES.

- The freight elevator is located at the South end of the building on Jewett Avenue. This is the only elevator to be used for heavy freight and large freight i.e., crates, tow motors, pallet lifts or similar equipment and material.
- An elevator operator is on the dock Monday through Friday from 7:00am – 6:00pm excluding holidays. Call the building cell phone for assistance after hours at 716-860-4114. Tri-Main reserves the right to establish a priority use of the elevators.
- No vehicle is allowed to drive up the Jewett Avenue ramp into the staging area or common area for any reason.
- All vehicle operators must sign-in with the dock manager before leaving a vehicle unattended. Vehicles left unattended on the loading dock(s) are subject to ticketing and/or towing at the vehicle owner's and/or Tenant's expense.
- Docks are for loading and unloading ONLY. There is no parking of personal vehicles or company vehicles allowed on the Jewett Avenue or Rodney Street loading docks for any purpose other than loading or unloading vehicles. Please move your vehicle from the loading dock area as soon as you have finished loading or unloading.
- Staging in the loading dock area should be kept to a minimal period of time. Tenants are responsible for the immediate clean-up of any spillage or debris caused by their unloading of trucks and transporting of goods to their leased space. Do not leave or store any items on the loading dock or staging area, other than those in the process of being shipped or received.
- The storage or disposal of pallets on the dock is prohibited. You may store the pallets in your own space, and we will coordinate disposal of your pallets.
- There is a hand jack available to all tenants on a "first come, first serve" basis. You can sign out the hand jack with the elevator operator at the Jewett Avenue dock area.

DO NOT use the passenger elevator for any freight or deliveries.