Underground Dock Operational Procedures

To provide the optimal level of service to the Underground loading dock (See vendor Loading Dock Diagram), the following procedures must be followed and adhered to at all times (failure to comply will result in ticketing or towing):

- The dock is managed by Union Operations who have delegates assigned throughout the day. The primary contact is the Asst. Director of Operations and can be reached at 360-3525. If unavailable, please call Student Union Receiving at 621-7040.

- POST OFFICE PRIORITY: Any deliveries to the first small truck bay 1 must be in accordance with the assigned hours for the Post Office. To facilitate US MAIL delivery, no one may park in this space between 11am-12pm and 2:45-3:15pm.

- Deliveries are defined as drop of goods or materials to the Student Union Memorial Center.

- The Purpose of the loading dock is for deliveries and loading/unloading of vehicles only. NO UNATTENDED VEHICLES are allowed in the loading dock.

- In the case that an outside service vendor (or Student Union Service Vehicle) needs to unload heavy equipment etc and needs limited short term unattended parking (MAX 2 hours), this can only be accommodated in the “Building Services” space. This space is located next to the 2 recycle compactors (See Diagram) and is also clearly marked with signage and pavement marking.

  THIS SPACE IS NOT AVAILABLE UNTIL 8AM.

Other Restricted Times/Locations for Concern:
Small truck bays (See Diagram).
- Burger King will deliver on MON and TUES 2am
- Tuesdays and Fridays, 6:30am - 7:15am. All small bays must be clear to facilitate trash removal.
- Wednesdays, 6:30am - 7:15am. All small bays including near columns (C1&C2)

Large Truck bays (Late Night)
Panda Express requires side offloading for their deliveries. The first semi-bay (near the warehouse) must be cleared after 5pm only.

ALL VEHICLES MUST TURN OFF THEIR ENGINES.

IDLING IS NOT PERMITTED!