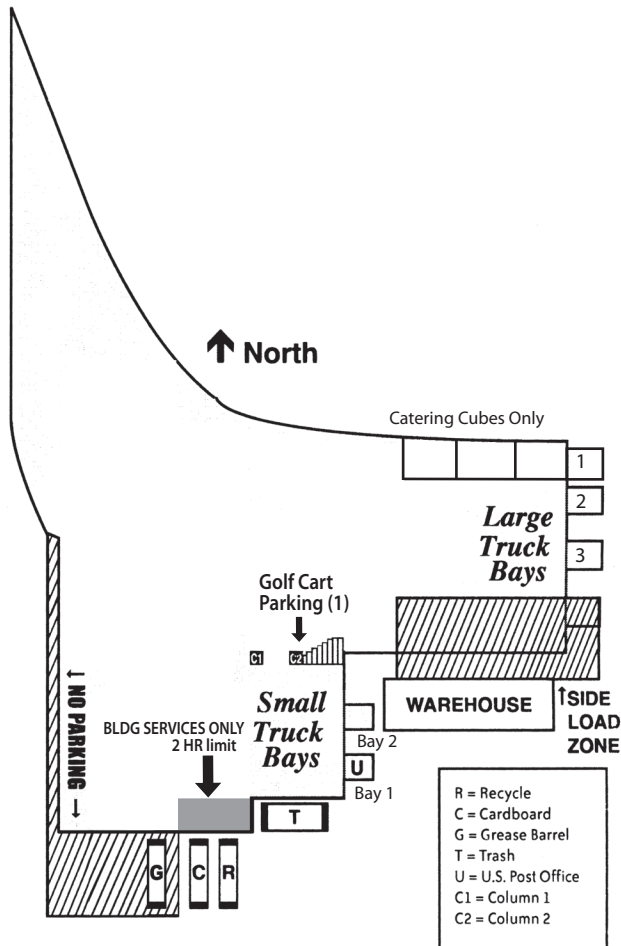


UNDERGROUND LOADING DOCK GUIDELINES



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. The loading dock is not a parking facility. 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!