

Loading Dock Hours:

All general receiving for 150 King Street West will be accepted at the loading dock, located on Pearl Street, on the north side of the building between the hours of **7:00AM to 5:00PM, Monday through Friday** (statutory holidays excluded).

Shipping and Receiving Procedures:

Due to the necessity for rigid truck/dock control, all deliveries requiring more than twenty (20) minutes truck/docking parking time must be scheduled through the Building Management Office. Failure to schedule large deliveries may result in the delivery having to be rescheduled.

Courier and vendors are not permitted loading dock parking time for delivery of small parcels. Large deliveries (3 or more cartons, 50 lbs or more, etc.) to one tenant area, will be permitted at the dock if they involve no more than twenty (20) minutes dock parking time except during peak periods.

All deliveries are restricted to the Receiving and must be picked up by the Tenant's personnel.

PLEASE NOTE: All deliveries must be picked up from the loading dock within four (4) hours after the Tenant has been notified. Any deliveries not picked up within the specified time will be **sent back** to the supplier at the tenant's cost. No deliveries are allowed to stay in the freight elevator lobby as it impedes the fire department access to the floor.

Booking Freight Elevator:

Tenant move-in/move-out, garbage removal, large furniture deliveries must be scheduled after 5:00PM, Monday to Friday or anytime on weekends. To schedule a booking, please contact the Building Management Office at 416-977-4397.

Once the booking has been scheduled, a Request for Movement Supervision and/or Security Escort (**Form#K004**) and a Short Term Work Permit Application (**Form#K006**) must be completed by the Tenant and forwarded to the Building Management Office at least 72 hours prior to the booking date.

It is mandatory to have a security escort supervise the use of the freight elevator. Once a tenant schedules a date with the Building Management Office a security escort is booked on behalf of the tenant. There is a four hour minimum charge of \$35.00 per hour plus HST and 15% Administration Fee for the security escort.

Late cancellations are subject to appropriate tenant charges by the Building Management Office. To cancel a

booking the Building Management Office must receive notification in writing 24 hours prior to the scheduled date.