



### DAVIES PACIFIC CENTER

#### LOADING DOCK & FREIGHT ELEVATOR ACCESS REQUEST FORM

Date: \_\_\_\_\_ Tenant: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- The Access Request form must be emailed to [dpcmanagement@parallelcp.com](mailto:dpcmanagement@parallelcp.com) at least **two business days prior** to the requested date. Tenants must receive written approval from building management prior to access.
- The vendor **MUST** have Certificate of Liability Insurance on file with the Property Management Office.
- Loading Dock Access is based on space available basis and is for active loading and unloading of vehicles only.
- For safety reasons, no items may be staged in the loading dock, lobbies, hallways or other common areas. If items are found in the common areas, then all work will be stopped until these items are removed.
- A fee of \$100 (per occurrence) will be assessed if the designated freight elevators are not used.

Loading Dock Entrance Clearance:	13 FEET – 0 INCHES				
Freight Elevator Dimensions:	80" wide	93" height	60" depth	Maximum Load: 3,000 pounds	
Parking Elevator Dimensions:	60" wide	90" height	56" depth	Maximum Load: 2,250 pounds	
Reservation Hours:	Monday – Friday	6:00 AM	–	8:30 AM	(Not available for reservation)
		8:30 AM	–	11:30 AM	
		11:30 AM	–	1:00 PM	(Not available for reservation)
		1:00 PM	–	4:30 PM	
		4:30 PM	–	6:00 PM	(Not available for reservation)
	Saturday & Sunday	6:00 PM	–	6:00 AM	
		Anytime			

Vendor Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Vehicle Count: \_\_\_\_\_ Vehicle Description: \_\_\_\_\_

Loading Dock: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Freight Elevator: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Parking Elevator: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Tenant or Representative)

\_\_\_\_\_  
Print Name