



DAVIES PACIFIC CENTER

LOADING DOCK / FREIGHT ELEVATOR ACCESS REQUEST FORM

Date: _____ Tenant: _____ Suite #: _____

Phone: _____ Email: _____

Loading Dock Entrance Clearance: 13 FEET - 0 INCHES

Elevator Maximum Load: 3,000 pounds

Elevator Dimensions: 80" wide 93" height 60" depth

Reservation Hours:	Monday - Friday	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)
		Any time after 6:00 PM
	Saturday & Sunday	Anytime

- The Access Request form must be emailed to dpcmanagement@parallelcp.com at least **48 to 72 hours prior** to the requested time.
- 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.

Vendor Name: _____

Purpose: _____

Requesting access to the Freight Elevator(s): YES NO

Requesting access to the Loading Dock: YES NO

Date of Use: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Date of Use: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Authorized Signature (Tenant or Representative)

Print Name