



## Enbridge Centre Elevator & Loading Dock Rules & Regulations

## **SERVICE ELEVATOR**

Enbridge Centre has one (1) service elevator available for use.

### **Service Elevator Specifications**

**Service Elevator Range** - Level 1 - Level 26

**Service Elevator Cab Dimensions** - Width 5.6 ft., Depth 7.9 ft., Height 11.9 ft.

**Service Elevator Cab Door Dimensions** - Width 4 ft., Height 8 ft.

**Service Elevator Vestibule Dimensions** - Width 6.1 ft., Depth 8.4 ft., Height 11.8 ft.

**Service Elevator Vestibule Door Dimensions** - Width 5.7 ft., Height 7 ft.

**Service Elevator Capacity** - 2045 kg

## **LOADING DOCK**

Enbridge Centre has two (2) loading dock bays available for use. Loading Dock 2 (East) will be used for scheduled deliveries. Loading Dock 1 (West) reserved for waste removal, general building deliveries, and unscheduled tenant deliveries.

### **Loading Dock Specifications**

**Garage Entrance (Bay 1 & 2)** - Maximum height is 12.5 ft., Maximum width is 10.0 ft.

**Loading Bay (Bay 1 & 2)** - Maximum Width is 10.0 ft., Height is 12.5 ft., and Length is 33.6 ft.

**Ground to Top of Loading Dock** – 39 Inches

*\* Due to size and space limitations, delivery trucks cannot exceed 33.3 feet in length. Deliveries requiring larger vehicles will need to be reviewed when booking to coordinate potential staging areas.*

Loading Dock deliveries must also have the Service Elevator booked. There is no staging area available in the loading dock for material.

## **BOOKING PROCEDURE**

All bookings for the Service Elevator and Loading Dock must be emailed to Hines Property Management at [Enbridge.Centre@hines.com](mailto:Enbridge.Centre@hines.com) a minimum of 48 hours in advance. Bookings can be made up to a month in advance.

### **Information required for each booking**

- Delivery company name with contact information
- Time and date required for delivery
- Floor / company you will be delivering to
- Certificate of Insurance (COI) for company
- Type of material being delivered
- Receivers contact information

## **DOCK MASTER**

There is a Dock Master on site during 6:00AM – 6:00PM Monday to Friday.

- All drivers must sign in with the Dock Master
- Failure to follow the direction of the Dock Master may result in loss of loading dock privileges

For those times when the dock master is not present the following process will need to be followed:

1. Call security at 587-489-0562 upon arrival.
2. Security will come and open the doors.
3. An access fob will need to be signed out.
4. Fob must be turned in upon completion of delivery.

\*All after hours deliveries must be scheduled. Any after hours, unscheduled deliveries will be sent off site.

## **DAMAGES TO FINISHES**

All damages to finishes (wall/floor/ceiling), doors, frames, and cab finishes, must be reported to the Dock Master immediately. Damages will be logged by Hines Property Management and kept on record to determine responsibility for repairs and the associated costs.

It is recommended that the drivers review the path of travel for any damages prior to the start of work. If any damage is found prior to loading, this should be communicated to the Dock Master or the delivering party may be held liable.

Should any unreported damages be found after the delivery, the cost for any repairs will be shared by all contractors working in the area.

## **SERVICE ELEVATOR AND LOADING DOCK RULES**

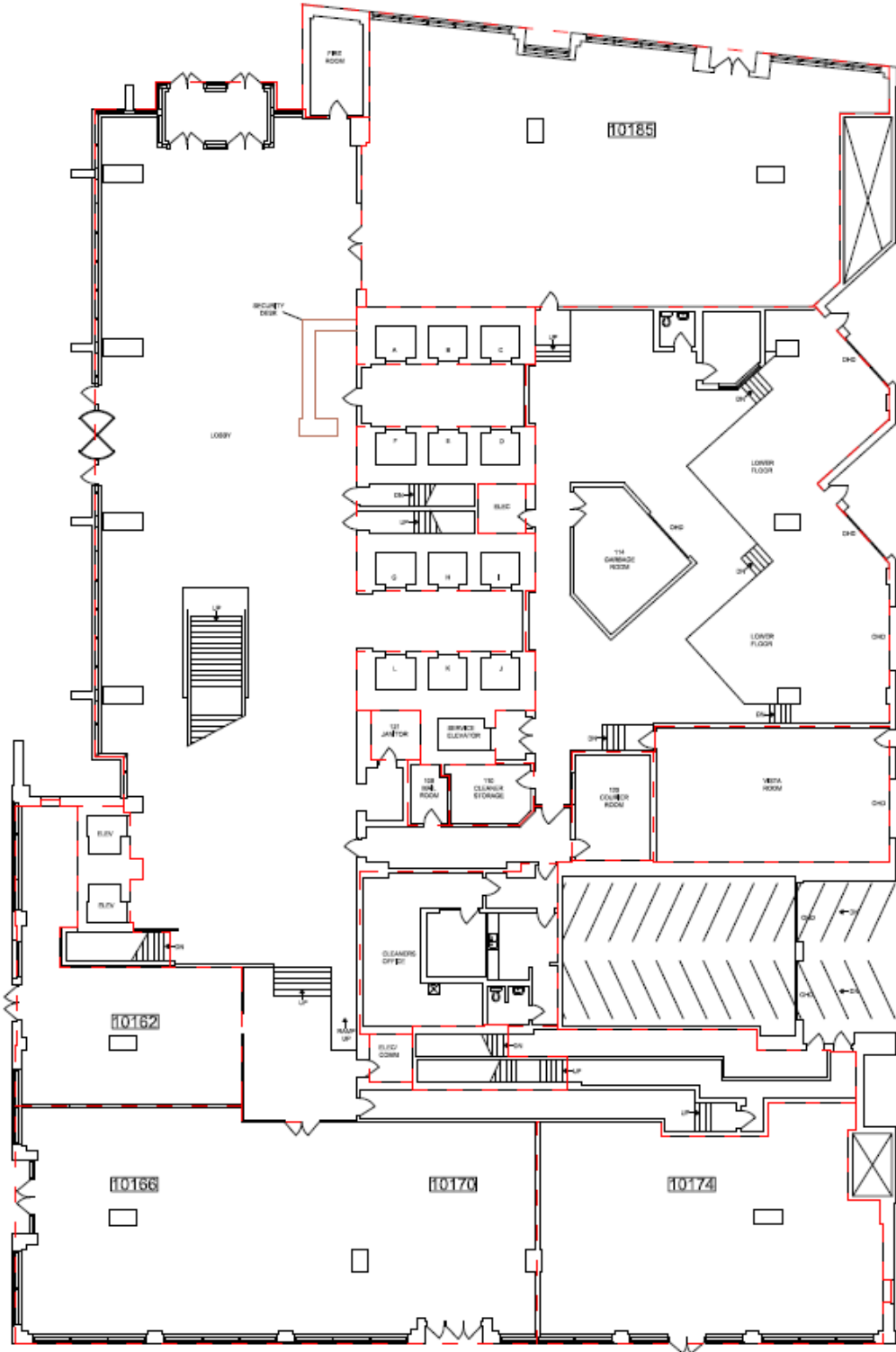
- Loading Dock deliveries must also have the Service Elevator booked. There is no staging area available in the loading dock for material.
- Drivers are required to follow all applicable safe driving regulations and Bill 16 distracted driving law.
- Dock Master Personnel will open loading bay doors (if closed) and driver will be advised to start vehicle and be guided out of loading bay if required.
- Smoking within the loading dock is not permitted. All smoking must be 5 meters from all building entrances.
- Unscheduled deliveries are limited to 30 minutes.
- No idling is permitted.
- Loading bay doors must remain closed except when entering/exiting the loading dock.
- Removal of all delivery material is required.
- There is no parking permitted in the alley.

### **Contacts:**

**Dock Master: 587-489-0564**

**Security: 587-489-0562**

**Appendix A  
Main Level Floorplan**



Appendix B  
COI Sample

Sample Insurance Certificate

GROUP ONE INSURANCE REQUIREMENTS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		Clear	Save	DATE (MM/DD/YYYY) 5/26/2004	
<b>PRODUCER</b> NAME OF COMPANY PRODUCING CERTIFICATE ADDRESS PHONE & FAX #		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: CO. COVERING ITEMS LISTED AS "A" INSURER B: CO. COVERING ITEMS LISTED AS "B" INSURER C: CO. COVERING ITEMS LISTED AS "C" INSURER D: CO. COVERING ITEMS LISTED AS "D" INSURER E: CO. COVERING ITEMS LISTED AS "E"			<b>NAIC #</b>
<b>INSURED</b> COMPANY BEING INSURED ADDRESS OF CO. BEING INSURED					
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSURED LINE NUMBER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO <input type="checkbox"/> RET <input type="checkbox"/> LOC				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN SA ACC \$ AUTO ONLY AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ 5,000,000 \$ \$
	<b>WORKERS COMPENSATION AND            EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input checked="" type="checkbox"/> WC STAT. <input type="checkbox"/> OTHER <input type="checkbox"/> COV LIMITS E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS</b> HINES CANADA MANAGEMENT II ULC AND KELLY RAMSEY LIMITED PARTNERSHIP					
<b>CERTIFICATE HOLDER</b> HINES CANADA MANAGEMENT II ULC			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE CERTIFICATE OF INSURANCE REQUIREMENTS FOR GROUP 1		
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