

ENBRIDGE CENTRE
Elevator & Loading Dock Rules & Regulations



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Hines

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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 - 4508 lbs.

LOADING DOCK

Enbridge Centre has two (2) loading dock bays available for use. Loading Dock 2 (East) is used for scheduled deliveries. Loading Dock 1 (West) is 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.* The loading dock door must be able to close. 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.



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BOOKING PROCEDURE

All bookings for the Service Elevator and Loading Dock must be emailed to Hines Property Management at Enbridge.Centre@hines.com a minimum of 48 hours 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
- Type of material being delivered
- Receiver's contact information

DOCK MASTER

There is a Dock Master on-site from 8:00 AM – 5:00 PM 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.
- Persons requiring building access must provide contact information and identification, as required.

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 open the door
3. An access fob will be assigned to the vendor/contractor
4. The access fob must be returned to security upon completion of delivery

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



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DAMAGES TO FINISHES

All deliveries must be made through the loading dock. Property management will not accept any deliveries on the tenant's behalf.

All damage to finishes resulting from the delivery of goods and services doors, frames, and cab finishes, etc., must be reported to Hines Property Management immediately. Damages will be logged and recorded to determine repair responsibility and associated costs.

It is recommended that the delivery company review the path of travel for damage prior to the start of work. If any damage is found prior to loading, it should be communicated to Hines Property Management, or the delivery party may be held liable.

No carts are allowed in the lobby and on the 2nd floor except for building-provided/approved carts.

If any unreported damage is found after delivery, all contractors working in the damaged area will share the cost of any repairs.

SERVICE ELEVATOR AND LOADING DOCK RULES

- Loading Dock deliveries must also have the Service Elevator booked. There is no staging area available for materials in the loading dock.
- Drivers are required to follow all applicable safe driving regulations.
- Dock Master Personnel will open the loading bay doors (if they are closed), and the driver will be advised to start the vehicle and will be guided out of the loading bay each time.
- Smoking within the loading dock is not permitted. All smoking must be 10 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 materials is required (pallets, shipping materials, boxes, etc.)
- No parking is permitted in the alley.

Contact Numbers:

Dock Master: 587-489-0564

Security: 587-489-0562

Hines Office: 780-426-6088



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Appendix A
Main Level Floorplan

