



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 - 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) 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 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
- Receiver’s contact information

DOCK MASTER

There is a Dock Master on site during 8:00 AM – 4:00 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 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 deliveries must be made through the loading dock. Property management will not accept any deliveries on the tenant's behalf.

All damages 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 kept on record to determine responsibility for repairs and the associated costs.

It is recommended that the delivering company 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 Hines Property Management or the delivering party may be held liable.

There are no carts allowed in the lobby and 2nd floor except for building provided / approved carts.

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

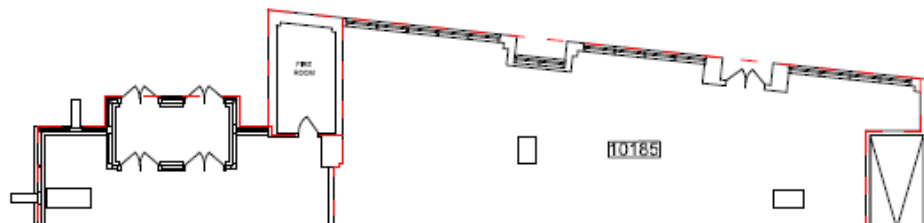
- There is no parking permitted in the alley.

Contact Numbers:

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 INSURANC		Clear	Save	DATE (MM/DD/YYYY) 5/26/2004
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE			