

TWO NORTH RIVERSIDE PLAZA

DOCK POLICIES

- **Regular dock hours** are 7:00 a.m. - 5:00 p.m., Monday - Friday.
Special note: City of Chicago does not allow parking or unloading on Canal Street during rush hours from 6:00 a.m. to 9:00 a.m. & 4:00 p.m. to 6:00 p.m. Monday – Friday.
- **After-hours** are before 7:00 a.m. or after 5:00 p.m., Monday - Friday, weekends (all day), and observed holidays (all day).
- Deliveries during regular dock hours are available on a first-come, first-served basis and without charge for small-scale deliveries (**i.e., 1 elevator load/trip**). Large-scale deliveries (**i.e., more than 1 elevator load/trip**) must be scheduled after hours. The Office of the Building reserves the right to stop any delivery in progress during regular dock hours, if the delivery is over the 1 elevator load/trip limit. We always recommend furniture deliveries to be scheduled and completed after hours.
- Schedule after-hours deliveries with the Office of the Building and include the following information: name of requesting tenant/contractor, type of delivery (e.g., furniture, equipment, etc.), duration, name of company making the delivery, and cell phone number for an emergency contact person. **Forty-eight (48) hours advance notice is required for after-hours scheduling.**
- The Office of the Building contact person for dock and freight elevator scheduling is:

Carmela Abalos
312-466-4939
carmela.abalos@cushwake.com
- Vendors, delivery personnel, and all service contractors must have a current Certificate of Insurance on file with the Office of the Building prior to gaining access. (Please see Vendor Insurance Requirements).
- Two North Riverside Plaza is a union building. All movers and contractors must have an approved union contract and be approved by the building management.

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- Security of the Two North Riverside Plaza dock is required to be overseen by a dock officer. An elevator operator is required to control the freight elevator.

Summary of Charges (4-hour minimum for after-hours scheduling):

Dock Security Officer	\$55.00/hour
Freight Elevator Operator	\$55.00/hour

Dock Entrances and Freight Elevator Dimensions:

15 N. Canal Street (main dock entrance)

Main Door: 3'-10" Width (bumper to bumper) x 6'-10" Height
Hall Door: 4'-10" Width x 6'-11" Height
Large Freight Elevator Interior: 7'-5" Width x 8'-0" Height x 6'-5" Depth
Large Freight Elevator Door Opening: 5'-0" Width x 6'-10" Height
Weight Limit for Large Freight Elevator: 3,500 pounds