

## Loading Dock Access Request Form

**Note: Brookfield recommends that you use the online Angus system for this task**

Request Date: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_  
Delivery Start Time:\* \_\_\_\_\_  
Delivery End Time:\* \_\_\_\_\_  
Tenant Name: \_\_\_\_\_  
Employee accepting delivery: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Suite: \_\_\_\_\_  
Vendor Name/Delivery Company: \_\_\_\_\_  
Reason for Delivery: \_\_\_\_\_  
\_\_\_\_\_

Will they require exclusive use of the Freight elevator? ☐ No ☐ Yes

Will they deliver and set up in your suite? ☐ No ☐ Yes

Will they un-crate at the building? ☐ No ☐ Yes

Will you ensure they remove all packing materials / crates? ☐ No ☐ Yes

They would like the elevator locked off on the \_\_\_\_\_ floor and they will need the elevator for approximately \_\_\_\_\_ hour(s) for this delivery.

No parking is allowed on the Loading Dock. Vehicles must be unloaded or loaded and then moved off the dock to allow for other deliveries. Generally 30 minutes is allowed for a delivery.

\*Normal business hours are 7am-5pm M-F. All pallets must be removed from the loading dock area by the vendor or tenant. The management office can remove the pallets for an admin fee of \$25 per pallet. Please inform all vendors of these procedures. The move coordinator listed above must be present at the loading dock to accept deliveries. All drivers delivering in loading dock MUST report to security prior to unloading. All unauthorized vehicles will be towed at owner's expense.

**Please return this completed request form to Brookfield Properties Management Office  
24 hours prior to delivery.**