

**HAMILTON SQUARE  
CHECKLIST FOR DELIVERY TRUCK DRIVERS**

Hamilton Square, operated by Shorenstein Realty Services, L.P., and Metropolitan Square, operated by Boston Properties, share a loading dock. The loading dock is accessible via the entrance on **F Street, N.W., between 14th and 15th Streets, N.W.** The loading dock door is open **Monday - Friday from 7:00 a.m. - 6:00 p.m.**

Metropolitan Square provides security guards in the loading dock to manage and monitor deliveries.

This dock receives more than 250 deliveries per day. In order to keep traffic flowing smoothly through the loading dock, a comprehensive list of rules & regulations has been developed and agreed to by both Hamilton Square and Metropolitan Square. We recognize that access to this loading dock can be challenging and, at times, frustrating.

The following checklists will summarize for you the information that the security guards will need from you as well as the arrangements that need to be made in advance of the delivery in order for you to gain access with as little frustration or or delay as possible.

**FOR ALL DELIVERIES:**

- Do you have a bill of lading? Be prepared to show the Loading Dock Security Guard.
- Do you have a valid driver's license? Be prepared to show the Loading Dock Security Guard.
- Be prepared to tell the Loading Dock Security Guard how long your delivery will take. If it will take more than 30 minutes, see below for additional conditions.
- You will be asked to provide the Loading Dock Security Guard with information regarding length of delivery, company to whom you are delivering, contact person at the company to whom you are delivering and a way to reach you while your vehicle is parked in the Loading Dock. The guard will put a sheet with this information on it in your vehicle.

**Notes:** All deliveries which are not pre-scheduled are allowed access on a first come-first served basis.

All vehicles left in the Loading Dock for more than 30 minutes which have not been scheduled for a delivery in excess of 30 minutes, are subject to ticketing & towing.

**FOR DELIVERIES WHICH WILL TAKE LESS THAN 30 MINUTES, MONDAY-FRIDAY 7:00 a.m. - 6:00 p.m.:**

No additional procedures.

**FOR DELIVERIES WHICH WILL TAKE MORE THAN 30 MINUTES, MONDAY-FRIDAY 7:00 a.m. - 6:00 p.m.:**

- All deliveries which will take more than 30 minutes **MUST** be scheduled at least 4 hours in advance. Confirm that the company to whom you are delivering has scheduled the delivery for the appropriate date and length of time.

**FOR DELIVERIES WHICH WILL TAKE MORE THAN 2 HOURS:**

- All deliveries which will take more than two (2) hours, must occur after-hours or on the weekends and must be scheduled at least twenty-four (24) hours in advance. Confirm that the company to whom you are delivering has scheduled the delivery for the appropriate date and length of time.

**FOR FURNITURE DELIVERIES ANY TIME:**

- All furniture deliveries must be scheduled to occur after 3:00 p.m., after-hours or on weekends. They must be scheduled at least twenty-four (24) hours in advance. Confirm that the company to whom you are delivering has scheduled the delivery for the appropriate date and length of time.