

**Loading Dock Rules & Regulations  
for  
Hamilton Square**

**General Overview**

Hamilton Square, operated by Shorenstein Realty Services, L.P., and Metropolitan Square, operated by Boston Properties, share a Loading Dock.

Access:	The entrance is on F Street, N.W., between 14 <sup>th</sup> and 15 <sup>th</sup> Streets, N.W.
Hours:	Monday – Friday, 7:00 a.m. – 6:00 p.m.
After Hours Access:	Available with advance scheduling. See Rules & Regulations below.
Operated by:	An Operating Agreement provides Metropolitan Square with the obligation to run, manage and provide security for the Loading Dock.

**Rules & Regulations**

This dock receives more than 250 deliveries each day. In order to keep traffic flowing smoothly through the Loading Dock, the following comprehensive list of Rules & Regulations has been developed and agreed to by both Hamilton Square and Metropolitan Square:

1. The Loading Dock Officer is responsible for and has the authority to enforce all rules and regulations as noted.
2. The Loading Dock is reserved for deliveries to and from Metropolitan Square and Hamilton Square. The use of the loading dock for parking (including service vehicles), staging, storage, or any other use other than deliveries to and from the building is strictly prohibited.
3. Loading Dock hours are from 7:00 a.m. -6:00 p.m. Monday through Friday. After-hours and weekend access is available with advance notice.
4. The following are the guidelines for the times during which deliveries can be scheduled and how they need to be scheduled:

**Deliveries that will last less than 30 minutes:**

- These deliveries will be accepted at any time during the Loading Dock hours. These deliveries are on a first-come, first-served basis, with pre-scheduled deliveries receiving priority.
- No advance scheduling required.

**Deliveries that will last longer than 30 minutes but less than two (2) hours:**

- These deliveries can be scheduled at any time during the Loading Dock hours, after-hours or on weekends.
- Schedule at least four (4) hours in advance. If scheduling for a weekday, please try to submit your request no later than 3:00 p.m. on the day prior to the delivery. If scheduling for a weekend, the request MUST be received no later than 3:00 p.m. on the Friday before the delivery.

## **Loading Dock Rules & Regulations – Hamilton Square (continued)**

### **Deliveries that will last longer than two (2) hours:**

- These deliveries will only be accepted after-hours or on weekends, with advance scheduling.
- Schedule at least twenty-four (24) hours in advance. If scheduling for a weekend, the request MUST be received no later than 3:00 p.m. on the Friday before the delivery.

### **All furniture deliveries:**

- These deliveries will only be accepted after 4:00 p.m. on weekdays, after-hours or on weekends, with advance scheduling.
- Schedule at least twenty-four (24) hours in advance. If scheduling for a weekend, the request MUST be received no later than 3:00 p.m. on the Friday before the delivery.

### **Construction and building materials:**

- These deliveries will only be accepted after-hours or on weekends, with advance scheduling.
- Schedule at least twenty-four (24) hours in advance. If scheduling for a weekend, the request MUST be received no later than 3:00 p.m. on the Friday before the delivery.

The request to schedule a delivery to the Loading Dock should be sent to the Hamilton Square Senior Tenant Administrator, Erica Gaines. Once Ms. Gaines receives the request, she will notify Metropolitan Square. She will confirm with you once she has received confirmation from Metropolitan Square that the delivery has been added to the after-hours schedule. She will also provide a memorandum to the Hamilton Square Security Guard, in the event that the Loading Dock Security Officer has a question regarding the delivery. You may reach Ms. Gaines the following ways:

Phone: 202-388-0110 or 202-347-2818  
e-mail: egaines@shorenstein.com

5. Truck berths (bays) and dock levelers (lifts) will be dispensed on a first-come, first-served basis. Deliveries scheduled in advance will have priority access to the loading dock.
6. The Loading Dock Officer has the authority and control over the loading dock. All delivery persons will be asked to do the following:
  - Sign in with the Loading Dock Security Officer.
  - Advise Loading Dock Security Officer of destination (company accepting the delivery & building) and anticipated delivery duration.
  - Provide a valid driver's license.
  - Provide a bill of lading.
  - Provide contact information while making the delivery.

The Loading Dock Security Officer will complete a form, which he/she will place in the delivery driver's vehicle. This form will be used to contact the driver if the delivery exceeds the anticipated duration as stated by the delivery driver.

### **Loading Dock Rules & Regulations – Hamilton Square (continued)**

7. No deliveries or vehicles are to be left unattended unless displaying a valid registration tag as assigned by the Loading Dock Officer. **UNAUTHORIZED VEHICLES OR VEHICLES LEFT UNATTENDED FOR LONGER THAN 30 MINUTES ARE SUBJECT TO TICKETING AND TOWING.**
8. If the Loading Dock Officer is unavailable, delivery persons must leave their name, company, current time, destination, and estimated delivery time on the windshield of the delivery vehicle.
9. Any persons damaging the loading dock in any way will be responsible for damage and cost of repairs.
10. Any persons making deliveries shall promptly leave the area once completed; there shall be no loitering.
11. All delivery materials (boxes, pallets, etc.) must be removed from the Loading Dock after the delivery has been completed. Metropolitan Square may contract for the removal of any delivery materials left on the Loading Dock. If they do so, an invoice for removal charges will be forwarded to the company whose delivery driver left the delivery materials. Payment of the invoice will be expected within thirty (30) days of the receipt of the invoice.
12. Vehicles are not to block the loading dock entrance at any time. Towing of unauthorized vehicles or vehicles violating these rules will be enforced.
13. The delivery and/or placement of roll-off containers is prohibited in the loading dock without prior approval from the Metropolitan Square Management Office. Approval should be requested through the Hamilton Square Tenant Administrator, Erica Gaines. See #4 above.
14. Neither Hamilton Square nor Metropolitan Square will accept responsibility for loss or damage to vehicles or their contents and/or deliveries.
15. Any person or delivery company failing to comply with these rules & regulations may be prohibited from use of the Loading Dock.