

APPENDIX C

FREIGHT ELEVATOR INFORMATION

1. **Freight Entrance:** Through loading dock on West 52nd Street

2. **Hours of Operation**

A) **Business Hours**

Freight elevator operating hours for general pickups and deliveries are as follows:

Monday through Friday 8:00 A.M. – 5:00 P.M.

B) **After-Hours**

Large moves and multiple-trip deliveries must be scheduled after 5:00 P.M. weekdays, or on weekends.

Monday through Friday 5:00 P.M. until completion

Saturday, Sunday, and Building Holidays 8:00 A.M. until completion (4-hour minimum)

Elevator reservations must be made at least one day in advance with Property Management by entering a work request in Aware Manager <https://pgi.awareportal.com> Current building rates will apply. Elevator usage is first come, first served.

3. **Dimensions and Capacity**

Dimensions:

Platform size – 6' x 6'2"

Height – 9'10" usable space (with hatch opening maximum space is 11' x 10')

Door Opening – 48" x 107"

Capacity: 4,000 lbs.

4. **General Rules**

- A. No elevator hatches are permitted to be opened for any reason during operation of the elevator unless a building elevator mechanic is present. This service must be arranged through the Property Management Office at least 24 hours in advance. Otis will provide a quote for the hatch opening service that must be signed off by the Tenant prior to the work.
- B. Elevators can only be operated by a building elevator operator. The building will not be held responsible if, due to a breakdown, a delivery is not completed. Passenger elevators shall not be used to carry freight.