

## **Access For Deliveries and Freight Elevator**

Small deliveries not requiring carts or dollies may access the building Plaza Level and “A” Level Lobbies during normal business hours, 8:00a.m. to 5:00p.m., Monday through Friday. Larger deliveries must be made through tunnel loading area on “C” level and freight elevator (Cab No. 11). The entrance to the tunnel loading area is off Constellation Boulevard, between 1999 Avenue of the Stars and the mall. Under no circumstances are deliveries of large items permitted access through the Plaza Level of “A” Level Lobbies or from the passenger elevators. Resulting damage will be billed back to your company.

**Loading and unloading of deliveries is reserved for trucks, vans and other delivery vehicles** with a limitation of thirty (30) minutes maximum parking time. Vehicles parked more than thirty minutes are subject to a parking violation and/or towing at vehicle owner’s expense.

If the tunnel loading area is required for a period greater than thirty minutes, i.e. delivery of furniture, large shipments, etc. please contact the Building Management Office to arrange for the use of the freight elevator after normal business hours. Use of the freight elevator after-hours, on weekends and on holidays must be approved in advance by the Building Management Office.

### **FREIGHT ELEVATOR**

1901 Avenue of the Stars has one freight elevator which is located near the tunnel loading area at the rear of the building on C Level of the garage. The hours of operation are 8:00a.m. to 6:00p.m. For access to this elevator after-hours, on the weekends and on holidays, please contact the Building Management Office for approval of its use.

The inside dimensions of the freight elevator cab are 5’5” wide by 8’6” deep by 8’ high. The rear half of the ceiling area is raised to a height of 16’. The freight elevator door opening is 84”x54”.

The maximum weight capacity of the cab is 3,500 pounds. However, it is your responsibility to ensure that the cab is not overloaded, resulting in damage to the equipment and/or cab finishes. Be sure that your employees and all vendors providing services to your company are aware of the weight limitation. Employees and delivery people sometimes fail to realize that a power jack to move pallets and a pallet can add up to 1,000 additional pounds to the load being transported. Also be aware that improperly balanced loads can cause damage to the elevator rails and related equipment. Material must be centered on the floor of the cab.

**Deliveries / Freight Elevator / Weight on Floor:**

No furniture, freight, or equipment of any kind may be brought into or out of the Building without prior notice to Landlord. All moving activity into or out of the Building must be scheduled with Landlord and done only at the time and in the manner designated by Landlord. No service deliveries (other than messenger services) shall be allowed between the hours of 8 a.m. and 5 p.m., Monday through Friday. Landlord may at any time restrict the elevators and areas of the Building into which messengers may enter and may require that deliveries be left at the lobby security desk for pickup by Tenant. Landlord may prescribe the weight, size, and position of all safes and other heavy property brought into the Building and the times and manner of moving those items within and out of the Building. Tenant shall not overload the floor of the Leased Premises. If considered necessary by Landlord, safes and other heavy objects must stand on supports that are adequate to distribute the weight properly. Landlord shall not be responsible for loss of or damage to any safe or property. Any damage to any part of the Building or to its contents, occupants, or visitors caused by moving or maintaining any safe or other property referred to in this clause shall be the sole responsibility and expense of Tenant. Landlord reserves the right to inspect all safes, freight or other bulky articles to be brought into the Building and to exclude from the Building all safes, freight or other bulky articles which violate any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. No packages, supplies, equipment, or merchandise may be received in the Building or carried up or down in the elevators, except between those hours and in that specific elevator that Landlord shall designate.