



## CIRA CENTRE LOADING DOCK AND FREIGHT ELEVATOR REQUEST

***Please be advised that ALL construction deliveries requiring more than one hour of dock and/or elevator freight time must be done between 6:00PM and 6:00AM Monday through Friday or Saturday from 1:00PM and 6:00AM Monday morning.***

Date of Request: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Contact Info: \_\_\_\_\_

***Does the Property Management Office have a COI on file?***

Delivery Date: \_\_\_\_\_

Floor Number(s): \_\_\_\_\_

Vendor Name & Contact  
(on Site): \_\_\_\_\_

Truck Size:  Box  Tractor Trailer  
# of Axles: \_\_\_\_\_

Description of Shipment  
Materials/Contents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dock Arrival Time: \_\_\_\_\_ AM / PM

Estimated Dock Time: \_\_\_\_\_ Hours / Minutes

Freight Elevator:  Small Freight  Large Freight

Estimated Freight Time: \_\_\_\_\_ AM / PM

Building Management Approval: \_\_\_\_\_

**Please email all requests at least 48 hours prior to requested delivery  
to [Alec.Garbayo@bdnreit.com](mailto:Alec.Garbayo@bdnreit.com)**