



## CIRA CENTRE LOADING DOCK AND FREIGHT ELEVATOR REQUEST

*Please be advised that ALL construction and large deliveries requiring more than one hour of dock and/or freight elevator time must be done after hours, between 6:00 PM and 6:00 AM Monday through Friday or over the weekend, from Saturday at 1:00PM to 6:00 AM 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 access time  
to [CiraCentrePMO@bdnreit.com](mailto:CiraCentrePMO@bdnreit.com)