

# Kinder Morgan Building

## Loading Dock and Freight Elevator Rules and Regulations



Regular Business Hours of the Loading Dock are 7:00 a.m. to 5:00 p.m., Monday through Friday except holidays.

### Loading Dock

In order to ensure prompt and efficient delivery service to all building tenants, users of the loading dock are permitted to occupy dock space for a period of no longer than 30 minutes during normal operating hours. Once loading or unloading is complete, the vehicle must leave the dock area. Parking is not permitted at the loading dock. If a non commercial vehicle enters the dock then the security office will instruct them to park at the 1010 Parking Garage. The security office will then call the first floor receptionist so they can add the person to the parking validation for the garage.

### Freight Elevators

Use of the freight elevator is limited to 30 minutes per delivery (generally no more than two freight trips). If a large shipment is expected then the building management will need to be notified 48 hours prior to truck arriving.

Those persons intending to use the freight elevators to deliver material or to perform work, shall register in advance with Kinder Morgan and are required to check in with Security upon entering the building where they must present a photo I.D. and sign in.

### After Hours Deliveries

Any deliveries of large items such as furniture and construction materials or any delivery requiring use of the freight elevator for more than 30 minutes are to be scheduled after hours. This policy also applies to tenant moves unless special permission is granted in advance. The freight elevator may be reserved by tenants on a first-come, first-serve basis weekdays before 7:00 a.m. or after 5:00 p.m. or anytime on weekends for two hour intervals. Please contact Kinder Morgan at 713-420-1001 to reserve the freight elevator. Please submit freight elevator reservation requests no later than 48 hours prior to the reservation date. A work order request will be generated by Kinder Morgan for after hours freight elevator requests.

### Rules and Regulations

1. Those persons intending to use the freight elevators to deliver material or to perform work, shall register in advance with Kinder Morgan and are required to check in with Security upon entering the building where they must present a photo I.D. and sign in.
2. All goods loaded onto the freight elevators must be properly packaged. Loose materials such as sand and cement must be transported in sealed bags.
3. All delivery personnel must present a bill of lading showing the name of the tenant or a letter of authorization from the tenant.

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4. All vehicles must have commercial and or valid license plates.
5. All vehicles, toolboxes, etc. and their contents are subject to inspection.
6. All pallets, boxes, refuse, etc. must be removed from the premises.
7. Doors leading to the service elevators must not be propped open.
8. Any violators may be removed and denied future access.
9. Damage caused to the loading dock, freight elevator, tenant, or public areas of the building must be immediately reported to Kinder Morgan, and satisfactory arrangements must be made to repair the damage.
10. Users of the loading dock are required to leave the area(s) clean (broom swept and wet mopped) and free of debris. Use of the building dumpster for debris removal will not be permitted. If the facilities are not cleaned, the user of the facilities shall be charged for the cleanup of these areas.
11. Dumpsters may not be placed at the loading dock during normal operating hours and dumpsters may only be placed after hours with the prior authorization of Kinder Morgan.

### Trash Removal & Recycling

Please separate waste as follows:

- Paper recyclable products (mixed use paper, cardboard, etc.)
- Metal/plastic recyclable products (soda cans, water bottles, etc.)
- Wet waste (non-recyclable products)
- Kinder Morgan Building provides building standard recycling containers upon your move into your premises at no charge.
- Bulk trash items such as furniture, computer equipment, construction debris or excessive amounts of recyclable or non-recyclable waste are not picked up as part of our regular program. An additional service charge will apply for the removal and disposal of bulk trash items.