



## 680 Folsom Loading Dock & Freight Elevator Guidelines

**Loading Dock:** Shipment deliveries that exceed 20 minutes for both delivery and unloading must be done **after 6:00PM, before 7:00AM, or on weekends.**

**Freight Elevator:** Only the freight elevator, located in the service corridor (off the loading dock), may be used for deliveries.

Freight elevator dimensions are as follows:

Width	Depth	Height
103"	64"	94-114"

**Reservation Hours:** Monday through Friday: 6:00PM through 7:00AM  
Saturday through Sunday: Anytime

Loading dock and freight elevator usage for daytime deliveries (7:00AM through 6:00PM) are on a first come, first served basis. There is a 20-minute limit for parking in the loading dock. **ALL MOVE INS AND MOVE-OUTS MUST BE SCHEDULED IN ADVANCE** with the Building Management Office to avoid conflicts.

To reserve the loading dock and/or freight elevator, please submit a request using the Resource Reservation tool on [bptenantservices.com](http://bptenantservices.com), or email [folsomservices@bostonproperties.com](mailto:folsomservices@bostonproperties.com).

**Weight Capacity:** Freight elevator weight capacity is **4,500lb.**

**Protection:** Moving/delivery companies must provide Masonite to cover stone and tile floors in the corridors from the elevator lobby to the entrance door of the tenant space.

Corner boards must be provided on all doorjambs, including elevators.

Walk-off plates must be provided to protect door thresholds on all floors.

Moving/delivery trucks may not block the loading dock entrance or public sidewalk at any time.

If your moving company has questions, please contact the Building Management Office at (415) 796-5540.