



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**