

## **FREIGHT SERVICE PROCEDURES**

- **FREIGHT IS NOT ALLOWED THROUGH THE LOBBY.**
- The freight elevator is open Monday through Friday, from 8:00am to 5:30pm and is provided on a first come, first serve basis – no reservations.
- There is no freight service after 5:30pm on weekdays, weekends, or holidays.
- If you require the use of the freight elevator weekdays after 5:30pm, or on a weekend or holiday, ARRANGEMENTS MUST BE MADE IN ADVANCE with Rosemarie Stevens (Building Superintendent (212) 545-5221 or [rstevens@230fifthave.com](mailto:rstevens@230fifthave.com)). The cost of overtime is **\$125.00 per hour**; there is a four (4) hour minimum on weekends and holidays.
- The building freight elevator dimensions are: 47"W x 69"D x 77"H; Street Cars: 56"W x 72"D X 102"H.
- **The freight elevator is located on the south-side of 27th Street, between 5<sup>th</sup> Avenue and Broadway; which allows commercial metered parking. There is no loading dock and we do not have power jacks.**
- All freight deliveries are "inside deliveries;" building staff does not handle any freight and it is the tenants' responsibility to make sure the trucker delivers their freight to their premises.
- The delivery trucker is to unload freight from the truck, bring freight down to the basement in the self-service elevator and then to the tenants' showroom. The building does not have any staff available to accept, unload, or unpack freight. You must arrange to have your own help on hand when necessary. Arrangements should be made, prior to the inside delivery, for your premises to be opened. We will lend the trucker your key; which they must be sign out and return.
- The sidewalk elevator can accommodate a large pallet however, the building freight elevator is considerably smaller and cannot hold a pallet. Therefore, you must be prepared to unpack the pallet prior to loading into the building freight elevator.
- Please ensure your freight, furniture and fixtures will fit in the elevator BEFORE it is shipped.
- **The building has no responsibility for any packages left in the public hallways.**