

WATERFRONT PLAZA

FREIGHT ELEVATOR RESERVATIONS

TENANT: _____

SUITE: _____ DATE: _____

SERVICE CONTRACTOR: _____

REASON FOR REQUEST*: _____

**Request must be made after the work is approved by Building Management and at least 48-hours in advance*

DATE USING ELEVATOR: _____

HOURS: From: _____ a.m./p.m. To: _____ a.m./p.m.

DATE USING ELEVATOR: _____

HOURS: From: _____ a.m./p.m. To: _____ a.m./p.m.

Mark this box, to request to use our Loading Dock.

RESERVATION HOURS:

Monday – Friday	8:30 a.m. – 11:30 a.m. 1:00 p.m. – 4:30 p.m. Anytime after 6:00 p.m.
Saturday	Anytime
Sunday	Anytime

ELEVATOR DIMENSIONS:

80" wide
93" height
60" depth
Maximum load capacity – 3,000 pounds

Authorized Signature (Tenant or Representative)

Date