

APPENDIX C
Freight Elevator Information

1. Freight Entrance East 54th St.

2. Hours of Operation:

(a) Regular Hours

Normal freight elevator operating hours for general pickups and deliveries are Monday through Friday 8:00 am – 5:00 pm

(b) After Hours

Large moves and extended deliveries must be scheduled after 5:00pm weekdays, or on weekends.

Monday – Friday	5:00 pm until completion
Saturday	8:00 am until completion (4 hour minimum)
Sunday & holiday	8:00 am until completion (8 hour minimum)

7:00 am start is also permitted weekends & holidays

Elevator reservations must be made at least one day in advance using the **Aware Manager** work order system. Standard building rates will be billed. Elevator usage is first come, first serve; early reservations are encouraged.

3. Dimensions & Capacity:

FREIGHT CAR	SHUTTLE CAR
8'11 ½" H x 6'10" W x 6'6 ½" D	7'4 ½" H x 6'5 ½" W x 3'10 ½" D
Capacity: 3,500 lbs.	Capacity: 2,500 lbs.
Doorway: 8'0" H x 3'10" W	Doorway: 7'0" H x 3'6" W
Service: sub-cellar to 34th floor	Service: 34th floor – 36TH floor

The hatch size for the main freight car is 25" x 16".

4. General Rules:

(a) No elevator hatches are permitted to be opened for any reason during operation of the elevator unless a building elevator mechanic is present. This service must be arranged using the **Aware Manager** work order system at least 48 hours in advance and be signed off by the Tenant. Additional charges for elevator mechanic will be billed to the tenant.

(b) Elevators can only be operated by a Building Elevator Operator.

5. **Freight Elevator Charges** (as of January 1, 2015)

The elevator usage charge is presently:

\$132.40 per hour, minimum one hour Mon.-Fri. before 8am or after 5pm

\$200.95 per hour, four (4) hour minimum – Saturday

\$268.73 per hour, eight (8) hour minimum – Sunday & Holidays

- All rates are subject to change as contract labor rates change.

The building will not be held responsible if, due to a breakdown, a delivery is not completed. Passenger elevators will not be used to carry freight.

Loading dock security services will also need to be booked for all services with the exception of interior floor to floor moves for an additional charge of:

\$97.67 per hour, minimum one hour Mon.-Fri. before 8am or after 5pm.

\$117.92 per hour, four (4) hour minimum – Saturday

\$157.60 per hour, eight (8) hour minimum – Sunday & Holidays

- All rates are subject to change as contract labor rates change. NYS sales tax will be included in the security charges.