

APPENDIX C
712 Fifth Avenue
FREIGHT ELEVATOR INFORMATION

1. **Loading Dock Entrance:** 56th Street

2. **Hours of Operation**

A) **Regular Hours**

Normal freight elevator operating hours for general pickups and deliveries are as follows:

Monday through Friday 9:30 a.m. – 5:00 p.m. (Closed between 12:30 p.m. and 2 p.m.)

B) **After Hours**

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

Monday through Friday 5:00 p.m. until completion

Saturday, Sunday, Holidays 8:00 a.m. until completion (4 Hour Minimum)

Elevator reservations must be made at least one day in advance through the Tenant work order system - AwareManager. Standard Building rates will be billed. Elevator usage is first come, first served; early reservations are encouraged.

3. **Dimensions and Capacity**

Freight Car
9'5" H x 6'4" W x 6'1" D
Capacity: 4,000 lbs
Doorway: 8'9" H x 4'0" W
Service to: Lobby – 53 rd Floors

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 through the Building Management Office at least 24 hours in advance and a release needs to be signed off by the Tenant.

B. Elevators can only be operated by a Building elevator operator.