

## **WALNUT CREEK CENTER DELIVERIES & FREIGHT ELEVATOR INFORMATION**

The freight elevator in each building is to be used for all deliveries.

Deliveries are to be made directly to the tenant whenever possible. When delivery to the tenant is not possible, Security staff will accept small deliveries and the tenant will be notified. Tenants may pick up packages from the Security Console in the Main Lobby at 100 Pringle Ave. Signature will be required as proof of delivery.

Please advise persons making large and heavy deliveries to your offices that they are required to place Floor Protection Panels for the main lobby tile surfaces so as not to chip or damage them. Clean Masonite floor protection must be used on all finished floor surfaces including carpeting.

The Building Office must be notified in advance of large deliveries so that the freight elevator can be draped. When requested and notified in advance, our Security or Maintenance staff will assist you with your elevator requirements during such deliveries. Large delivery hours are weekdays 5:30 p.m. to 8:45 p.m. and Saturday 7:30 a.m. to 3:30 p.m.

**One Walnut Creek Center** (100 Pringle Avenue) – Small deliveries of furniture, computer equipment, copiers, small orders of supplies and materials, etc., are to be made via the loading dock on Riviera Street between the hours of 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m. When requested, our Security Officer at the lobby console will assist with your elevator requirements during such deliveries.

**Two Walnut Creek Center** (200 Pringle Avenue) – Small deliveries of furniture, computer equipment, copiers, small orders of supplies and materials, etc., are to be made on Short Street. The hours are the same as above.

Please contact the Building Office (925) 287-1938  
Email: [Katherine.Barry@nmrk.com](mailto:Katherine.Barry@nmrk.com) or [Rachelle.McNamar@nmrk.com](mailto:Rachelle.McNamar@nmrk.com)