

## **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. Neither the Building Office nor our Security staff will accept any deliveries for a tenant. If you are expecting an after-hours delivery, you will need to have an employee in your office to accept and sign for the delivery. Our Security staff will not hold any packages, mail or keys for pick-up by anyone.

Please advise persons making large and heavy deliveries to your offices that they are required to provide Masonite or plywood floor protection for the main lobby tile surfaces so as not to chip or damage them. 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.

One Walnut Creek Center - Large deliveries of furniture, computer equipment, copiers, large orders of supplies and materials, etc., are to be made via the loading dock on Riviera Street between the hours of 8:45 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 - Large deliveries are to be made on Short Street. The hours are the same as above.