

TENANT TOPIC: VENDORS / CONTRACTORS



ADVANCE NOTICE

Please inform Building Management 48 hours in advance of all vendors and contractors doing work for your suite that utilize hand tools or hand trucks, along with a short description of what they will be doing. Please contact us if you are in doubt.

This includes (but is not limited to): coffee services, shredding companies, large-item deliveries/pickups, electricians, cable installers, painters, or any of the building trades.

Building Management does not need to be informed for: IT vendors that do not use tools, food/water deliveries, FedEx/UPS/USPS deliveries, or copier repairs technicians.

DELIVERY TIMES

Deliveries made during business hours are limited to 1 load.

Deliveries of more than 1 load must be done before 7:00 am or after 6:00 pm on weekdays, or anytime on weekends.

Protection may be required in the common areas depending on the scope of work.

UNION BUILDING

Please note that all work performed in the building must be performed by a union labor crew where applicable. This includes, but is not limited to:

Painters, Tapers, Plasterers	Furniture Installers
Mechanical / HVAC Contractors	AV / Teledata /Cabling Installers
Electricians	Carpenters
Plumbers	Sheet Metal Worker
Flooring Contractors	Security System Installers
Pipe Fitters	Tile Layers and Finishers

Please let us know if you have any questions. We are here to help.
