

Place One Condominium

Policy Statement

Date: March 1, 2024
Policy Statement: 24-26 (Replaces 13-26)
Subject: Freight Elevator Use

I. Introduction

The purpose of this policy is to establish procedures for using the Freight Elevator and Loading Dock for moves and major deliveries.

II. Freight Elevator Use

Moves and Major Deliveries in/out of Place One must use the Freight Elevator and Loading Dock. Use of Passenger Elevators and the Lobby is not permitted for these purposes.

A. Moves and Major Deliveries Defined. Moves and Major Deliveries are defined as:

- 1. Moves.** Includes any move in/out of a unit, including those internal to Place One.
- 2. Major Deliveries.** Includes items delivered to or removed from a unit by a resident, owner, vendor, contractor, or other person which, a) are too big or bulky to reasonably fit in a passenger elevator without causing damage and/or inconvenience to passengers, and b) are inappropriate for transport through the lobby as determined by staff.

Major Delivery examples include but are not limited to: kitchen and laundry appliances, furniture, beds and mattresses, Christmas trees, carpet, construction materials, etc.

B. Freight Elevator Availability. The Freight Elevator is available:

Monday – Saturday	Sunday
Access	Access
9:00 am to 12:30 pm or 1:00pm to 4:30pm	1:00 pm to 4:30 pm

C. Freight Elevator Scheduling. Individuals moving in/out or scheduling a delivery must notify Management as soon as possible to ensure the desired date and timeframes are available. Freight Elevator availability is on a first come basis.

- 1. Move In/Out Reservations.** A completed *Freight Elevator Move In/Out Reservation* form and required fee and deposit must be received prior to

confirmation of reservation. The form is a part of the new resident *Move-In Packet*, or on the website or from the Front Desk.

2. **Major Delivery Notification.** Residents are required to notify the Front Desk when a major in/out delivery is expected, to ensure there is no conflict with Move In/Out reservations.
3. If access is needed outside the times in Section B, the Front Desk must be contacted to determine if the request can be accommodated.

D. Freight Elevator Etiquette. When more than one Resident wishes to use the Freight Elevator at the same time, people are expected to cooperate, including sharing as necessary to take full advantage of the capability. However, only one Move-In or Move-Out may be scheduled at a time. Place One staff maintains the final authority regarding use of the Freight Elevator, including the ability to deny its use.

E. Fees and Deposits. The following apply.

1. **Move In/Out.** A one-time fee to cover the administrative costs associated with new residents is required when moving into Place One. No fee is required when moving within or out of Place One. A refundable deposit is required for all Move In/Outs, including moves within the building. The deposit covers potential costs associated with damage, the removal of items left in the common areas or in an assigned storage bin. Costs greater than the amount of the deposit are the responsibility of the person moving. Fees and payment requirements are listed on the *Freight Elevator Move In/Out Reservation* form referenced in Section II, C, 3 of this policy.
2. **Major Deliveries.** There are no fees required for Major Deliveries although residents are responsible for damages to common areas.

III. Loading Dock Parking

Consult Policy Statement *Parking and Vehicle Management* for information on Loading Dock parking. Vehicles associated with Move In/Outs are expected to stay no more than the reserved timeframe but some exceptions apply. Vehicles associated with Major Deliveries are limited to 60 minutes. Each move or delivery must occupy only one-half of the loading dock at a time. Vehicles must not block access to reserved Loading Dock automobile parking. Failure to comply with parking procedures could subject the delivery vehicle to being towed at no expense to Place One.

IV. Forms

Management may create forms necessary to implement this policy.



Valerie Spiegler, President
Board of Directors