

Campus Center Loading Dock Policy

Purpose

The IUPUI Campus Center's loading dock is exclusively intended for business deliveries to the Campus Center that support the every-day needs of the facility. The loading dock is available for use by contractors, vendors, suppliers, postal workers and others that support the function and operation of the building and its services.

Organizations that have events scheduled to occur in the Campus Center need prior authorization from the Campus Center's Event Services staff. All intended use of the loading dock should be communicated at least two business days prior to the event. A meeting room reservation or special event in the Campus Center does not automatically grant access to the loading dock.

Barnes & Noble Bookstore, Campus Facility Services and IUPUI Food Service are responsible for making appropriate arrangements for all deliveries to support their services. Other departments must communicate and coordinate plans for deliveries with the Campus Center Administration staff.

Location and Hours of Operation

The loading dock can be accessed off of Michigan Street between University Boulevard & Barnhill. The large overhead door gaining access to the back of the facility will remain open during the normal operating hours of the loading dock:

Monday – Friday	7:00am – 7:00pm
Saturday	Available by appointment only
Sunday	Available by appointment only

Access for all deliveries that occur outside the hours listed above must be arranged by the department receiving the delivery. Barnes & Noble Bookstore, Campus Facility Services, and IUPUI Food Service are responsible for making arrangements for their employees to enter and exit the loading dock outside its normal hours of operation.

Receiving Deliveries

In order to ensure prompt and efficient delivery service to all building tenants, users of the loading dock may only occupy dock space for the period of time it takes to load/unload materials.

All deliveries to the Campus Center should access the receiving dock by use of one (1) of the five (5) commercial truck bays when loading/unloading. The receiving dock has one (1) power-lift that can be used to assist in the unloading/loading process.

Deliveries should be made through the loading dock entrance and delivered to the various floors via the service elevator located in the rear of the building on the 1st floor. Use of other entrances or the passenger elevators for large items is strictly prohibited unless authorized by the Campus Center Administration office. In such cases, special padding will be put in place to protect the elevators from damage.

General Delivery Guidelines:

- Users of the loading dock are required to leave the area(s) clean and free of debris.
- All pallets, boxes and material must be removed from the premises at the time of delivery.
- Items scheduled for pick-up should be neatly stacked against the railing.
- Doors leading to the facility & service elevators must not be propped open.
- Damage caused to the loading dock, service elevator, or public areas of the building must be immediately reported to the Campus Center Administration Office.
- The service elevator is not to be used as a passenger elevator for the general public.
- In emergencies the service elevator may be used to transport emergency personnel and for medical evacuations.
- All materials loaded onto the service elevator must be properly contained and secured.

Parking

No vehicles or carts can be parked in front of the trash dumpsters preventing trash removal, or within restricted areas. There are designated parking spots available at the loading dock for university & service vehicles. Once these spaces are occupied there should be no make-shift parking; all parking areas are labeled for its intended use.

The need for permanent parking should be arranged by departments by contacting Parking and Transportation Services. Completing work inside the Campus Center does not grant permanent parking in the loading dock. If prior arrangement has not been made through Parking and Transportation Services those needing permanent parking will need to pay to park elsewhere on campus. Parking and Transportation Services guidelines for permanent parking can be found at <http://parking.iupui.edu/index.html> or contacting Parking Services directly at 317-274-4232.

It is the responsibility of the individual who enters into the loading dock to have their vehicle removed before the loading dock is closed unless prior permission has been granted for use. Organizations that have prior permission to unload/load via the loading dock must move their vehicle after unloading. There is no temporary parking for visitors, guests or employees allowed in the loading dock.

Vehicles that are parked in the loading dock after the gate has been closed for the day will need to stop by the Campus Center's Information Desk located on the first floor to make arrangements to exit the dock area. Those who are parked in the loading dock after the gate has been closed and after the Campus Center has closed for the day will need to call IUPUI Police at 317-274-7911 for assistance.

General parking Guidelines:

- There is no permanent parking at the loading dock.
- Flashers must be on while unloading/loading indicating temporary parking. Vehicles that do not have flashers on are subject to ticketing.
- The loading dock should not be used as an employee pick-up and drop off zone.
- The loading dock should not be used for department's guest to park for meetings or convenient use to enter and exit the facility to drop off materials.

Trash Disposal

Large items should not be placed in the dumpster enclosure. The removal of large items including equipment and furniture can be arranged by contacting Campus Facility Services (CFS).

Surplus

Items that departments no longer need and/or do not have the storage space to keep can contact the IUPUI Surplus. Surplus offers free pickups of items on Wednesdays. Information about Surplus and how to arrange for pickup can be found at <http://surplus.iupui.edu>.

Heavy Trash Pick-up

Campus Facility Services provides heavy trash pick-up for material that is too large to be disposed in the dumpster. Items that are not usable and considered "trash" will be picked-up on Friday's.

The Campus Center requires departments to clearly label the items indicating either Surplus or heavy trash pick-up. These items should not be placed out on the dock more than two (2) business days in advance of the pick-up date. All material on the dock not properly labeled will be considered trash.

General Trash Disposal Guidelines

- Break down boxes and other trash before placing it into the dumpster.
- All trash should be secured in appropriate bags and placed inside the dumpster.
- Do not place bags on top of the dumpster or on the ground near the dumpster.
- Users of the loading dock are required to leave the area(s) clean and free of debris.

Conclusion

Items should not be left or stored in the loading dock unless they are being disposed. These items are unsecure and block the pathways which must remain clear at all times to receive deliveries, unload/load for events and dispose trash. The Campus Center reserves the right to discard any items that are not properly labeled or that are deemed to be safety issues or prevent use. For questions regarding the loading dock please contact the Campus Center Administration office at 317-278-8511.