

# TENANT TOPIC: VENDORS / CONTRACTORS

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## 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 3 loads and can only occur during the following times:

- 9:15am-11:30am on weekdays
- 1:15pm-4:00pm on weekdays

Deliveries of more than 3 loads must be done before 8am or after 6pm 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 Contactors	Security System Installers

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

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