

MEMORANDUM

RE: Deliveries to Renaissance Center

HINES

As a result of our efforts to improve safety and security within the Renaissance Center we are making a significant change in the delivery process to the complex. Beginning May 6, 2002, we will implement a program wherein vehicles making deliveries to the facility will be routed to an inspection area. Located in G & M lot (see attached map for directions to the Vehicle Screening Area) and passed through an x-ray scanning machine prior to accessing the loading docks. We anticipate this change will impact delivery times to the property by approximately 10-15 minutes depending on the size of the vehicle and the contents inside. Upon completion of the scanning process vehicles will be sealed and drivers will be given an authorization pass that will be used to clear the security checkpoint on Franklin Street. Vehicles that do not have an authorization pass will not be permitted to access the service drive.

Please find attached Delivery Rules and Regulations for distribution to your vendors, suppliers and couriers.

Gm Renaissance Center **Loading Dock Rules and** **Regulations**

1. **Policy.** All vehicles making deliveries to the Renaissance Center Towers 100-600 will be subject to x-ray scanning prior to entering the facility. Upon completion of the x-ray scanning process, drivers must proceed to the building immediately.

UNDER NO CIRCUMSTANCE WILL DELIVERIES BE ALLOWED IF DRIVERS ARE IN POSSESSION OF ILLEGAL GUNS, DRUGS, DANGEROUS DEVICES AND OTHER WEAPONS. DRIVERS WILL BE ALLOWED TO DEPART THE PROPERTY TO REMOVE UNAUTHORIZED ITEMS FROM THE VEHICLE BUT MUST HAVE THE VEHICLE RE-INSPECTED PRIOR TO GAINING ACCESS TO THE LOADING DOCKS. DRIVERS WHO ARE LEGALLY AUTHORIZED TO CARRY GUNS OR DEVICES MUST SHOW PROPER DOCUMENTATION AT THE VEHICLE SCREENING AREA AND WILL BE REQUIRED TO LEAVE THE WEAPON IN THE VEHICLE WHILE MAKING THE DELIVERY TO THE BUILDING. THE FOLLOWING IS A LIST OF UNAUTHORIZED GUNS, DANGEROUS DEVICES, AND OTHER WEAPONS:

- **EXPLOSIVE OR EXPLOSIVE DEVICES**
- **HAND GUNS
(ABSENT POSSESSION OF A CONCEALED WEAPONS PERMIT)**
- **LONG GUNS
(I.E. ASSAULT RIFLES, HUNTING RIFLES, SHOTGUNS, ETC.)**
- **KNIVES (OVER 3 INCHES)**
- **ILLEGAL DRUGS**
- **ANY OTHER OFFENSIVE ITEM THAT MAY BE CARRIED WITH UNLAWFUL INTENT (I.E. TASERS, FIGHTING STICKS, ASPS, ETC.)**

2. **Loading Docks.** Two (2) loading docks are available for tenant deliveries. North Dock serves all GM tenants, Food Court Tenants, and Towers 100 and 200. South Dock serves GM Wintergarden, Conference Center, and Towers 300 and 400.

Maximum truck height for entry into the complex is 13'. This pertains to all of the service drives within the Center. The maximum length for delivery vehicles is 43'. Please advise all delivery carriers accordingly.

3. **Hours of Operation.** Both the North and South Loading Docks will be open for deliveries between the hours of 5:30 AM and 6:30 PM Monday through Friday and between 8:00 AM and 12:00 PM on Saturday. All loading

docks servicing the Office Towers will be closed for deliveries on Sundays and National Holidays.

4. **Office Tower Access.** All delivery personnel will be required to leave their driver's license at the loading Dock in exchange for an access card to operate the Freight Elevators. Delivery personnel should indicate the anticipated length of delivery to the Security Officer posted at the loading dock and may be asked to leave his/ her keys depending on the activity at the dock.