



## STATE OF INDIANA

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### DEPARTMENT OF ADMINISTRATION

Facilities Management  
302 West Washington Street, Room E024  
Indianapolis, Indiana 46204

## Effective January 3, 2005

### To All Persons that utilize the Indiana Government Center Dock,

In an effort to better manage the Shipping and receiving of product arriving and departing from the Government Center dock, Facility Management has put into place the following procedures for any Vendor or vehicle requesting access to the lower level receiving dock.

1. Hours for access will be **6:00am to 4:00pm**.
2. The dock will be available for loading and unloading purposes only.
3. No vehicle will be left unattended with the motor running.
4. The lower dock doors will remain closed at all times except for the period of time while loading and unloading occurs. Drivers will be expected to close the door when they complete their loading and unloading.
5. To gain access to the lower level dock, you will need to stop at a newly constructed receiving building at the top of the entrance ramp and present your delivery or pickup paperwork. At this point you will be given a card with the assigned dock number you are expected to use in a timely manner. When your delivery is completed, the numbered card is to be returned to the dock master in the receiving building.
6. You will be allowed to enter the lower dock only when the traffic light is **green**.
7. You must have the proper authority to enter the lower level dock. A Purchase Order, Authorized Shipping / Receiving documentation, or Bill of Lading will be required. Also a **Contact Name** as well as a **phone number** of the receiver should be on this paperwork.
8. Personal vehicles will no longer be allowed to enter the Lower level dock.

If you have any issues or concerns you can direct them to Bill Valentine at 317-232-3126.