



DATE: May 29, 2009

TO: All LAUSD Administrative Headquarters Staff and Occupants

FROM: Morlin Asset Management, Central Facilities Services

RE: **FREIGHT ELEVATOR POLICIES AND PROCEDURES**
LAUSD Administrative Headquarters

The freight elevator provides access within LAUSD Administrative Headquarters from Level "D" of the parking garage to the Roof. Access via the freight elevator is restricted for security reasons.

The freight elevator is not to be used as a passenger elevator.

In emergencies, the elevator may also be used to transport emergency personnel and for medical evacuations.

The freight elevator only (not including the loading dock) is available for non-scheduled deliveries Monday through Friday, 7:00 am to 3:30 pm, on a first-come, first-serve basis. An elevator operator is stationed in the elevator from 7:00 AM to 12:00 PM and from 12:30 PM to 3:30 PM to log in deliveries and to facilitate service. When the operator is not in attendance, use of the elevator must be coordinated through Security. The elevator is out of service from 12:00 noon to 12:30 PM, Monday through Friday.

After hour freight elevator service is available with advance coordination and the proper after hours access approvals. Please contact the Office of the Building at (213) 241-1320 to arrange for such service.

LOADING DOCK. All deliveries should only be made via the loading dock on Third Street between Beaudry Avenue and Boylston Street. Due to high demand, reservations are required at least 48 hours in advance. All delivery companies using the loading dock must meet the District's minimum insurance requirements. Please see the attached *Contractor & Vendor Insurance Requirements* for further information. No access to the loading dock will be granted without a current and valid certificate on file naming all additionally insured parties. Contact Morlin Asset Management at (213) 241-1320 loading dock reservations.

FOURTH STREET LOADING. If the loading dock is unavailable and your delivery is critical, deliveries may be made through the Fourth Street garage exit gate with Security's coordination. Access to the freight elevator is then available. Delivery companies should park only in a legal loading zone but NEVER on the north side of 4th Street immediately west of the parking exit. Parking in this location creates a blind spot for exiting vehicles.

Delivery companies may contact the Security Command Center to request access from the sidewalk using the intercom installed on the wall just to the east of the exit or by calling (213) 241-1692. Companies must present the following information when delivering to LAUSD Administrative Headquarters: the delivery company name, the District contact name, phone number and the floor expecting the delivery.

NOTE: Attempting to hold up the gate arms or otherwise tampering with the sensors or any part of the Fourth Street exit system is a security violation and will cause damage to the equipment. Anyone doing so will lose access privileges and may be subject to other discipline. Security will open the gates as needed. The exterior gate is to remain closed when not in use.

Reminder: the *removal* of equipment, furniture and bulk materials from the building requires a pre-authorized "*Property Removal Form*" (copy attached.) Otherwise Security is directed to prohibit such removals.

CCTV cameras viewed through the Security Command Center and taped in a remote location monitor freight elevator lobbies 24/7.



**CONTRACTOR & VENDOR INSURANCE REQUIREMENTS
FOR 333 SOUTH BEAUDRY AVENUE, LOS ANGELES, CA 90017**
(Required for loading dock access and for any work to be performed in building)

MINIMUM REQUIREMENTS

1. General Liability Insurance aggregate limit for bodily injury and property damage (other than products-completed operations): \$1,000,000.
2. Products-completed operations aggregate limit: \$1,000,000.
3. Personal injury and advertising injury limit: \$1,000,000.
4. Each occurrence limit: \$1,000,000.
5. Fire damage liability limit (any one fire): Full replacement cost, with no co-insurance.
6. Medical payments (or expenses) limit (any one person): \$100,000.
7. Automobile Liability coverage with bodily limits of at least \$1,000,000 per accident and \$500,000 per accident for property damage.
8. Worker's Compensation coverage with limits of at least \$1,000,000 for the employer's liability coverage thereunder.

ADDITIONAL INSURED REQUIREMENTS:

1. Los Angeles Unified School District
2. Los Angeles Unified School District Board of Education

Additional insured endorsement must be on ISO Form CG 20 11 II 85. Insurance must specify that coverage is per location: 333 South Beaudry Avenue, Los Angeles, Ca.

Submit current and accurate certificates of insurance to:

Morlin Asset Management
333 S. Beaudry Avenue, 2nd Floor, Suite 209, Los Angeles, CA 90017
(213) 241-1320
Fax (213) 241-8921



Commercial Real Estate Services A.M.O.®
333 South Beaudry
Los Angeles, CA 90017
ph. 213-241-1320
fx. 213-241-8921
Web Site: www.morlinmmt.com

Property Removal Form Beaudry Headquarters

Name of Person Removing Property: _____ **Date:** _____

Company Name Removing Property: _____ **Phone:** _____
(LAUSD or outside Vendor)

Department: _____ **Floor:** _____

Removal Authorized By: (department head or authorized personnel) ☒ _____ **Phone:** _____
(Print & sign name) **Title:** _____

Reason for Removal: _____

Floor(s) Items Removed From: _____

Item # 1:	_____	Serial #	_____
Item # 2:	_____	Serial #	_____
Item # 3:	_____	Serial #	_____
Item # 4:	_____	Serial #	_____
Item # 5:	_____	Serial #	_____
Item # 6:	_____	Serial #	_____
Item # 7:	_____	Serial #	_____
Item # 8:	_____	Serial #	_____

Submit completed form to Security in 1st Floor lobby. Authorized signature must be on file with Morlin Management.

Completed by Security:

Name of Person Removing:	_____	Security Officer Name:	_____
Company Name:	_____	Time & Date:	_____