



# Memorandum

To: All Tenants

Cc: Paula Mayo

From: Timothy Hogan

Date: March 20, 2020

Re: Temporary Loading Dock Hours

Effective Monday, March 23<sup>rd</sup>, the loading dock hours will change to 8:00 am – 12:00 pm Monday to Friday, until further notice.

Someone from a tenant agency must be present to accept the package or the delivery will have to be returned by the carrier and the tenant will have to make arrangements to have the package delivered when someone will be in the office to accept delivery.

All deliveries, such as UPS, FedEx, FedEx Ground, etc., will be instructed not to leave any package in the hallway.

If you are expecting deliveries and someone will be here from your agency, please contact the management office.

Thanks.