

Popp Martin Student Union Loading Dock Specifications Sheet

Shipping Address & Contact Info	<p>UNC Charlotte. Attn: Popp Martin Student Union 9201 University City Blvd. Charlotte NC. 28223 Dock: (704) 687-7691 https://studentunion.charlotte.edu/about/loading-dock sudockmgr@charlotte.edu</p>
Daily Hours Early Hours After Hours	<ul style="list-style-type: none"> • 8am-5pm M-F • 7:30am - 8am (as requested) • After 5pm and weekends (as requested)
Freight Accommodations	<ul style="list-style-type: none"> • Three total Dock Spaces are available for load in/out. • Dock is elevated 4' above ground • Two Dock spaces are equipped with Mechanical Loading Dock Levelers 98”L x 72’W. The Service Range for these levelers is 6” above and below the dock. (20,000 lbs. capacity)
Equipment	<ul style="list-style-type: none"> • Standard Mechanical Pallet Jack: 27” x 48” (5,500lbs capacity) • Mechanical Pallet Jack: 20.5” x 48” (5,500lbs capacity) • Three Hand Trucks w/Vertical & Horizontal capabilities: (650lbs capacity) • Three Platform Carts: 30” x 60” (3,000lbs capacity)
Accessibility	<ul style="list-style-type: none"> • Two Dock Bay Doors: 121”H x 119”W • Entrance Doors to the Student Union: 93”H x 35.5”W • Freight Elevator #3 (11,000lbs capacity): 84”H x 147.5”L x 93”W • Freight Elevator #4 (4,500lbs capacity): 84”H x 98”L x 69”W • Service Corridors are on LL, 1st, 2nd, and 3rd floors: Pallets and Pallet Jacks may NOT be used outside of the service corridors
Receiving Area	<ul style="list-style-type: none"> • Secure Cage Storage: 99”L x 144”W x 99”H • Unsecure Storage: 60 square feet
Street Address	<p>8845 Craver Road Charlotte, NC 28262</p>

Instructions for mailing/having items shipped to the Popp Martin Student Union Loading Dock

- Use the Shipping Address listed above. PLEASE ALSO INCLUDE:
 - a. Your Name/ Office/ Organization as applicable
 - b. Your Room Number
 - c. Your Event Name and Date as applicable
- Dock personnel will receive your items, log them into our receiving system, and redistribute items accordingly between the hours of 8am - 5pm. Signatures will be required upon redistribution.
- Items may be stored in our secure storage area in the absence of an authorized signer. Storage is only temporary.

Costs for Loading Dock Services:

- Overnight/Daily Storage:
 - \$30 per day for items less than one pallet
 - \$60 per day for items arriving on pallets (“48 x “40)
 - Storage capabilities are determined by space availability. All storage requests require Sr. Associate Director/Director approval.
- Additional Labor Requests Outside Operating Hours or Standard Services:
 - \$30 per hour. Discount available for Student Organizations and Campus Departments.