



# Facility Management

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Bismarck, ND 58505

Page Number: 1 of 1  
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Policy Number: 03-96

## SUBJECT: Use of Capitol Freight Dock

The following procedures are to be used to maintain a reasonable flow of incoming and outgoing freight for all agencies and departments who utilize the Capitol freight dock.

1. All freight must be removed within twenty four hours after arrival on the dock.
2. Outgoing freight should be neatly located within the freight dock near the door that will be used for shipment.
3. Large shipments which will take up 75% or more of our total available space must be moved off the freight dock within two hours.

A handwritten signature in blue ink that reads "John Boyle". The signature is written in a cursive style and is positioned above a horizontal line.

John Boyle  
Director of Facility Management

A handwritten date in blue ink that reads "2-13-2018". The date is written in a simple, blocky style and is positioned above a horizontal line.

Date