

Ohio Union Loading Dock

1739 N. High Street
Columbus, OH 43210
614-247-7467 or
614-247-6242
Fax: 614-292-3777

Ohio Union Loading Dock Procedures for Vendors

In order to provide optimal service to all operations within the Ohio Union, the following procedures are to be adhered to at all times. Failure to comply could result in fines and/or being towed.

- The loading dock operates Monday through Saturday from 7am until 5pm.
- Access to the loading dock must be approved. Please direct any questions to the Shipping & Receiving Manager of the Ohio Union @ 614-247-7467.
- All vehicles must enter the loading dock via High Street and exit on to College Rd. **NOTE: All vehicles over 45 feet long must turn left only onto College Rd. according to Traffic & Parking Policy.**
- All vehicles must pull up to designated bay.
- **All vehicles must turn off their engines.**
- No unattended vehicles are permitted in the loading dock area. The loading dock is not a parking area.
- Vehicles that require a dock leveler may only use bay #5; however we do have dock plates and ramps available.
- Vehicles cannot be any larger than 53 feet.
- Vehicles cannot block any trash or recycling compactors.
- If all bays are full, all other vehicles will wait outside of the High Street gate until a bay has been vacated.
- Any deliveries that do not arrive during normal business hours must have preauthorization to enter the loading dock.
- Any driver/visitor that enters the Ohio Union loading dock is required to display his/her credentials at all times.
- Any persons entering the building via the loading dock must sign in at the security office, provide valid identification and obtain a vendor visitor badge.
- In the event that a vendor is coming to the Ohio Union for maintenance or repair purposes, he/she must unload all tools/materials at the loading dock, then park service vehicle in the parking garage. Parking passes are available through the Department of Parking & Transportation.

