

DELIVERIES & LOADING AT THE JOHN F. SIMMS JR. BUILDING (All Areas)

1. Employees must complete and submit the attached Delivery Notification form to the New Mexico Department of Information Technology (DoIT) Security office prior to all load deliveries to the John F. Simms Jr. building.
2. Everyone entering the John F. Simms Jr. building is required to check-in and out with DoIT Security.

LOADING DOCK PARKING DURING DELIVERY ONLY

1. The delivery vehicle can park in the loading dock and/or a parking area necessary during delivery only.
2. No delivery vehicle can be left overnight on the John F. Simms Jr. property/parking areas.
3. All state vehicles must be parked in the designated/gated parking lot located to the south of the John F. Simms Jr. building. **NO** personal vehicles are permitted to park in this designated lot.
4. No general parking permitted in the loading dock area without prior approval.
5. No parking in front of connex boxes or the handicap parking space located west side of building next to the generator room.
6. Parked vehicles in these areas without prior approval **will be towed** at the owner's expense.

RECEIVING/REMOVING EQUIPMENT FROM THE JOHN F. SIMMS JR. BUILDING

1. The customer, supplier or transportation company receiving and/or removing equipment from the John F. Simms building is responsible for their own delivery transportation devices.
Examples: flatbed trucks, forklifts, electric and manual pallet jacks, packaging material and equipment.
2. The customer, supplier or transportation company's designated person is required to inspect all delivered and/or removed equipment/items for damages and must sign for the items received and/or removed.
3. The supplier and/or transportation company delivering datacenter racks must be delivered directly to the data center. And upon delivery, all cardboard and packaging must be removed from Data Center floor. Data Center must be cleaned prior to supplier leaving.

SERVICE DOORS ACCESS DIMENSIONS

Simms Loading Dock Garage Door: Dimensions: 12' W X 13' 11" H

Simms Loading Dock Door: Dimensions: 71" W X 84" H

Data Center North Door: Dimensions: 46.5" W X 83" H

If you have any questions regarding the guidelines, please email DoIT-SecurityOfficers@doit.nm.gov or call DoIT Security at (505) 827-2116.