

# 1 Elizabeth Street Contractors



All deliveries for ILUMINA are to be directed (NORTH TOWER) to 4 Castlereagh St, opposite 9 Castlereagh St, left after Hunter St intersection.)

## **Delivery booking and veyor system**

- Deliveries at 1 Elizabeth are managed through the Veyor loading dock Management system, accessible at [www.veyordigital.com](http://www.veyordigital.com)
- All contractors and delivery providers, except tenant couriers with small handheld deliveries, must use the Veyor system.
- Users require a username and password for access and must pre-book to use the loading dock.
- Deliveries without a pre-booking through Veyor will be denied entry.
- All contractors arriving onsite must submit a copy of their public liability insurance, complete a Safe work Method Statement (SWMS) and provide proof completion of the online induction program (sent to event manager).

All deliveries for ILUMINA are to be directed (NORTH TOWER) to 4 Castlereagh St, opposite 9 Castlereagh St, left after Hunter St intersection. (Dock height clearance is 3.4 meters)

### Delivery Hours:

- The loading dock operates (manned)  
Weekdays from 6:30am to 6:00pm  
Saturday from 7:00am to 1:00pm
- The booking time is 20 minutes block for loading dock. If a need arises you can book multiple slots through Veyor.
- The Dock can be accessed 24/7, however, given all bookings need to be requested and approved via the Veyor Booking system. Once the approved company arrives at the dock (when unmanned) they will press an intercom button which will be answered by security who will open the dock for them given they were expecting them at the approved time.
- Deliveries must not require mechanical assistance like forklifts and must be removed within the booked timeframe.

Upon arrival at the loading dock and accessing Illumina please call the Illumina logistics number on 0439 337 825

### Important please note

Strictly no parking in the actual loading dock. You must unload all items from your vehicles first then move your vehicle away from the loading dock to allow access for other deliveries.

### Loading dock elevator utilisation

- Goods lifts have permanent restricted access.
- Contractor access to Illumina is only granted once the logistics manager/ building management approves.

No heavy items are to lean against the sides of elevator as this will unbalance the elevator. Please do not place items in elevator doorway to prevent doors from closing while loading the lift.

### Goods lift measurements:

#### North Tower Lift

(Access to ILUMINA Levels 3 and 4)  
Access 6:30am – 6pm  
Load 2000 kg  
Door size 1400 x 2400  
Lift size W1500 x D2460 x H3200

#### Metro Lift

(Access to ILUMINA Level 2)  
Access 5am – 6:30am only  
Load 2500 kg  
Door size 1400 x 2400  
Lift size W1650 x D2460 x H3600

### Please note

Illumina is responsible for ensuring any electrical equipment brought onto the premises is fit for purpose. Regular testing and tagging of electrical equipment are necessary to detect electrical faults and deterioration that could be found by visual inspection. Please ensure all equipment brought to the site is up to current tag and testing guidelines.