



Moving Guidelines

In an effort to optimize communication and coordination, the management office must be notified for any type of large delivery or move at Republic Center. Please call Management, 214-965-8610.

Moving hours are restricted to the following days/times:

Monday – Thursday	Between 6:00 PM – 6:00 AM
Friday	After 6:00 PM
Saturday and Sunday	All Day

Moving Equipment

All moving equipment (dollies, shelf carts, etc.) must have rubber wheels. Trucks may park on city streets after 6:00 PM Monday through Friday or all day on Saturday and Sunday. Easy access to freight elevators is obtained from the lobby level. Other arrangements may be necessary for large-scale moves. Carriers must provide Landlord approved plywood and/or masonite protection for all tiled, carpeted, wood, marble or granite floors in the complex. Carriers must also provide protection of hallway corners and elevator door casings.

Freight Elevator

Elevator reservations for use of the freight elevator are required in advance and must be coordinated through the Management Office to prevent conflicts. All items must be moved via designated, protected freight elevators. Elevators have a 3000lbs capacity. If an item weight is in excess of 3,000 lbs, please contact the Management Office.

Large Deliveries

If minor moves are required during the day, contact the Management Office. Deliveries during the day requiring large trucks and heavy duty dollies must be made via the Bullington Street Truck Terminal (214) 670-5878 which is managed by the City of Dallas / Thanksgiving Square and serves as Republic Center's loading dock. The dock entrance is at Paterson and Akard Streets and is open from 6:00 AM to 5:00 PM Monday through Friday only. Height restriction is 14'2", length 34', no double hitch trucks allowed. Time limit in the terminal is restricted to thirty (30) minutes. However, extended time can be scheduled after 1:00 PM by contacting the Management Office. Any request for additional time at the dock during normal operating hours must be made 4 hours prior to the scheduled time of the truck arrival. Failure to make the reservations in advance can result in the City assessing a fine and/or towing the vehicle. Requests for use of the terminal outside normal operating hours must be scheduled (24) hours in advance at a two (2) hour minimum cost. Please call the Management Office for additional information.