

SHIPPING INFORMATION

1. The University has two delivery locations: The primary receiving area is located at Lawrence Hall – accessible from 312 Third Avenue, Pittsburgh, PA 15222.

Note: Third Avenue is a “One Way” street and can be accessed by turning on Smithfield Street from Blvd of Allies and then 1st left onto Third Ave. Trucks can also park on the Boulevard of the Allies (corner of Wood St. & Blvd) and enter building via the **Third Avenue Entrance**.



2. A second delivery location is the Pittsburgh Playhouse located on fourth avenue. It is the responsibility of the authorized delivery contact to specify the delivery location. This will either be noted on the purchase order or verbally provided to the vendor.
3. The delivery hours for the two locations are:
 - Lawrence Hall (312 Third Avenue) - Mon. through Fri., 8:30 a.m. - 4 p.m.
 - Pittsburgh Playhouse (331 Fourth Avenue) - Mon. through Fri., 8:30 a.m. - 4 p.m.
3. Please note that Point Park University does NOT have a loading dock at their **primary receiving** area (see photo above). Therefore, heavy items or bulky packages must be delivered on trucks equipped with a hydraulic lift or similar equipment. If this equipment is not provided, the University will refuse delivery (NO EXCEPTIONS).
4. For any deliveries that require assistance from the Housekeeping or Playhouse Staff, e.g., furniture deliveries, large computer deliveries, it is the company's responsibility to contact the Housekeeping Department (housekeeping@pointpark.edu) 412-392-3871 and/or the Playhouse Production Manager 412-392-8103 to coordinate these deliveries at least five days prior to delivery.
5. Third Party Delivery Service: The delivery requirement also applies to companies that utilize third party delivery services; for example, it is the vendor's responsibility to ensure that trucking companies are aware of our delivery requirements and that they notify Housekeeping /Playhouse Production Manager in advance of any impending deliveries. Failure to adhere to the University's delivery requirements will result in the delivery being refused and reshipped at the vendor's expense - no exceptions!

If you are unsure as to whether your delivery requires such notification, please contact Contracts & Procurement at 412-392-8076, alternatively 412-392-3995/8197/3985 between 8:30 a.m. and 4:30 p.m. Monday - Friday.
6. All boxes, shipping instructions, freight invoices, packing slips, etc., must include the appropriate Purchase Order Number and Departmental Name/Contact so that Housekeeping can direct the goods to the correct location.
7. All deliveries containing hazardous materials/chemicals must be properly marked and must be accompanied by MSDS Sheets.