

POINT PARK UNIVERSITY DELIVERY REQUIREMENTS

1. DELIVERY HOURS

Monday – Friday, 8:30 a.m. – 4:00 p.m.

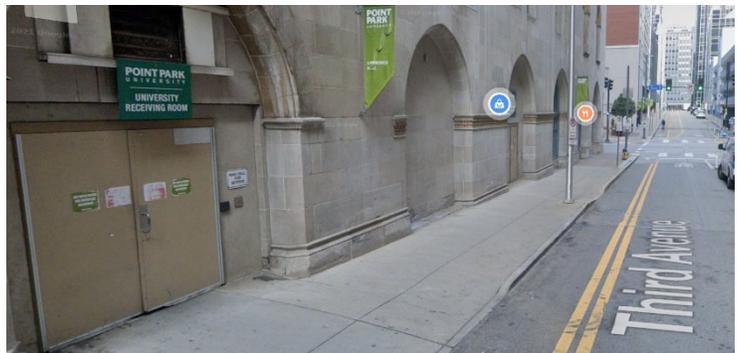
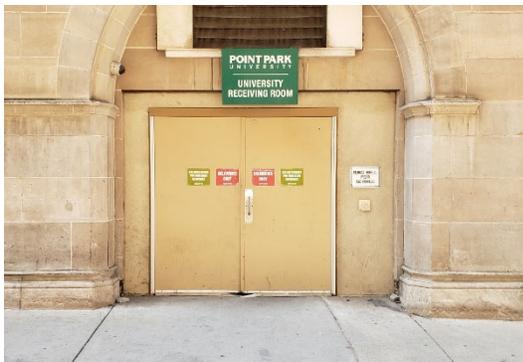
2. MAIN RECEIVING AREA

All standard deliveries should be directed to:

Lawrence Hall

312 Third Avenue
Pittsburgh, PA 15222.

Third Avenue is one-way. Access it by turning from Blvd of the Allies onto Smithfield Street, then take the first left onto Third Avenue.



For Larger Trucks:

Vehicles may park on the Boulevard of the Allies at the corner of Wood Street and the Boulevard of the Allies.

2. CRITICAL EQUIPMENT REQUIREMENTS (LIFT GATES)

Point Park University **does not have a loading dock** at its primary receiving area.

- Heavy or bulky items **must** be delivered on trucks equipped with a **hydraulic lift gate**.
 - If a lift gate is not provided, the University **may need to refuse delivery**.
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3. SECONDARY DELIVERY LOCATION IF SPECIFIED

PITTSBURGH PLAYHOUSE RECEIVING AREA:

331 Fourth Avenue
Pittsburgh, PA 15222.

(Only when listed as the delivery location on the Purchase Order or by the Department.)



4. LARGE DELIVERY COORDINATION

For furniture, large computer shipments, or any delivery requiring staff assistance, the vendor must provide **at least five (5) days' notice** to coordinate logistics:

- **Housekeeping:** housekeeping@pointpark.edu | 412-392-3871
- **Playhouse Production Manager:** 412-392-8103

Note: Vendors using third-party trucking services are responsible for ensuring the carrier is aware of these requirements. Failure to comply will result in refused delivery at the vendor's expense.

4. LABELING & HAZARDOUS MATERIALS

- **Required Info:** All boxes, packing slips, and invoices must include the Purchase Order Number and the Department Name/Contact.
 - **Hazardous Materials:** All chemicals or hazardous goods must be properly marked and accompanied by MSDS Sheets.
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QUESTIONS?

If you are unsure whether your delivery requires advance coordination, please contact Procurement: 412-392-3985

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