

Contractor Induction @ Grand Hyatt Melbourne

For anyone wishing to use the loading dock and back of house area please ensure they complete the attached contractor induction. Once the induction has been successfully completed there will be a final screen that shows a confirmation number which I suggest to print or take a screen shot of to make the sign in process quicker and easier.

Please be aware that we do not have the facilities onsite that an induction can be completed once at the hotel and access will not be permitted to those who have not completed the induction.

For those that have completed it before it is valid for 12 months and when it's time for renewal you will be sent an e-mail to the e-mail address that was originally used.

Loading Dock@ Grand Hyatt Melbourne

The loading dock is located on George Parade which is accessible off Flinders Lane. As Flinders Lane is a one-way street please enter from Exhibition Street and you will then locate George Parade on your right hand side. *See attached map and images.*

Next to the loading dock on the left you will see a set of stairs leading up the 'Team Entrance' and just before the door at the end is a phone on the wall. If you pick up the phone it will patch you directly through to security who can sign you in and give you your back of house access pass.

NOTE: The loading dock is open from 7am until 3pm Monday to Friday. Access outside of these hours must be pre-organised with the hotel.

Loading bay dimensions are:

Height of loading dock from ground	1.5m
Width of loading dock, not including compactor room	6.75m
Height of loading dock, from top of dock to underside of roller door	2.8m
Height of loading dock roof at street entry	4.5m
Width of loading dock at street entry	11.65m
Distance from street gutter to face of loading dock	12.8m