

How to Request a Delivery

We have two standard delivery protocols:

- **Routine deliveries:** For routine deliveries, we recommend onboarding a select group of drivers and registering their trucks with United States Capitol Police (USCP). Once individuals are badged, a delivery request will not be required every time.
 - For example, with vendors like Sysco, you may notify your COR, USCP, and Sergeant at Arms (SAA) which trucks or drivers will make regular deliveries (daily, biweekly, etc.). Please inform the House team promptly if the vendor needs to use drivers or trucks outside the approved list.
- **One-off deliveries** (e.g., equipment or infrequent product shipments): Any non-recurring (one-off) deliveries must be reported via the email format listed below, at least 48 hours in advance, to USCP and SAA contacts before arriving on site.

To initiate a delivery request, please email OSDCAdmin@uscp.gov and SAAPoliceServices@mail.house.gov with an attached letter from the delivery company on their letterhead listing the drivers, and all individuals who will be accompanying the driver and who are doing the installation (if needed), with their names, Social Security numbers, and the following information:

Vendor Name:

Vendor POC:

Vendor POC Number:

Vendor POC Email:

Date of Delivery:

Time of Delivery:

Time of Return:

Vendor Staff (those traveling with the delivery vehicle):

Vehicle Information (If there is more than one vehicle, please list all with the details below for all vehicles):

Driver Name:

Type of Vehicle:

Vehicle Make:

Model:

Color:

Tag Number:

State Registered:

Weekend Deliveries: All deliveries scheduled for weekends must be **coordinated at least 48 hours in advance** with USCP, SAA, and notification to COR, using the delivery request process outlined above.

Delivery Process

1. Off-Site Delivery Center Processing

- All trucks and large deliveries must first check in at the **Off-Site Delivery Center (OSDC)**. At the OSDC, vehicles will be inspected and tagged.
4700 Shepherd Parkway SW, Washington, D.C. 20032
- Off-Site Delivery Hours:
 - Operating hours are **Monday through Friday, 4:30 AM – 2:30 PM**.
 - Vehicles must arrive **no later than 2:00 PM** to allow sufficient time for inspection and processing.
 - The facility is **closed on all Federal holidays**, unless otherwise specified.

2. On-Site Procedures

- After clearance, vehicles will proceed to **designated secondary checkpoints** on site.
 - The Capitol Building/CVC:
Capitol loading dock at New Jersey and C St. NW.
 - House Office Buildings:
Ford HOB- 200 block of Virginia Avenue, SW
Rayburn/Longworth/Cannon- Delaware and Washington Avenue, SW
- **Loading Dock Deliveries:**
 - Trucks are not permitted to remain parked at the loading dock after unloading.
 - Drivers must relocate their vehicles after unloading, or a badged employee must assume responsibility for transporting items to their final location.
- **Small Deliveries via Public Entrances:**
 - Small packages may be brought through **public entrances** if they can **fit through the security screening machines**.
 - Items that do not meet size or security guidelines must be rerouted through the loading dock.

Note: During the construction phase, it is recommended that contractors use the loading dock for bringing in tools. Materials may be staged in the assigned food service location or approved storage unit.

Facility Specifications

- **Loading Dock Dimensions:**

- **Rayburn Loading Dock**

- Height: Bay 1 – 13 ft | Bay 2 – 12 ft

- Width: 10 ft

- Weight: No restrictions

- **Longworth Loading Dock:**

- Height: Bay 1 - 10.5 ft | Bay 2 - 11 ft

- Weight: No restrictions

- Width: 10 ft

- *Longworth Loading Dock does not have a lift available. The height from the ground to the top of the deck is 31 inches. If you need other accommodations, please reach out to you COR.*

- **Ford Loading Dock:**

- Height: 11ft

- Weight: No restrictions

- Width: 7.5ft

- **Freight Elevator Dimensions:** 8x8 Ft with 5 Ft door opening [Max Size]

Compliance:

All delivery personnel must comply with site access policies, security screenings, and unloading procedures. Failure to follow these guidelines may result in denied entry or delays.

Additional Notes for Construction

- **Site Maps and Routing:**

- Refer to the attached maps for recommended routing to your designated drop-off or staging location.

- **Temporary Parking Pass:**

- If an employee or contractor needs temporary parking during the construction phase, please fill out the parking request form attached below.

- **Off-Hours Construction:**

- If you have contractors working on the weekend or in the evenings between 7:00pm – 7:30am, they need to be escorted by a 24-hour badged employee or be badged themselves. The only entrance open for pedestrians off hours is the Longworth 24-hour Entrance.

- Noise producing activities should only be completed during off hours. 6:00pm to 7:00am

- **Demolition:**

- Contractors performing demolition are responsible for removal of debris. Toters to move materials from service location to dumpsters/loading docks are available upon request to your COR. See maps attached for loading dock, recycle, and dumpster locations.



LOADING DOCK

Height: Bay 1: 10.5 feet

Bay 2: 11 feet

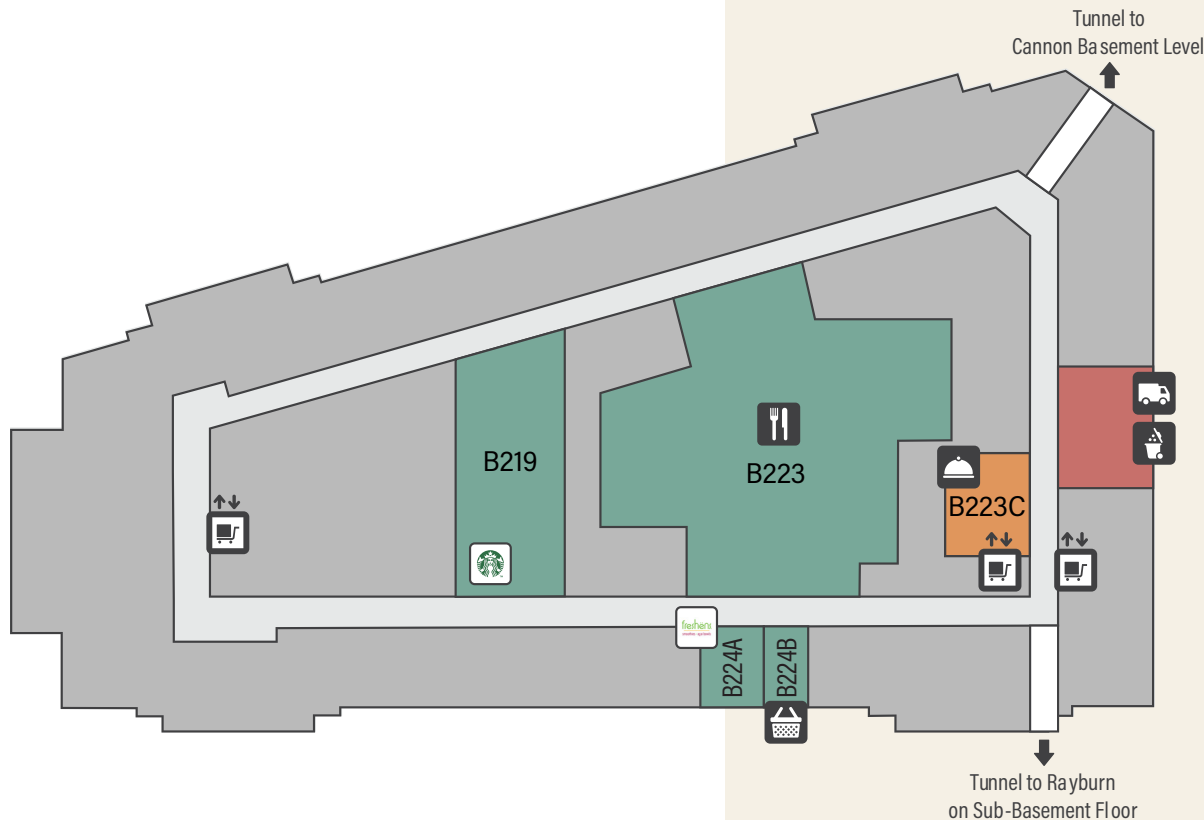
Weight: No restrictions

Width: 10 feet

*This loading dock is 31 inches tall and does not currently have an operational lift.

LONGWORTH BASEMENT

Freight Elevators, Loading Docks, and Trash Locations



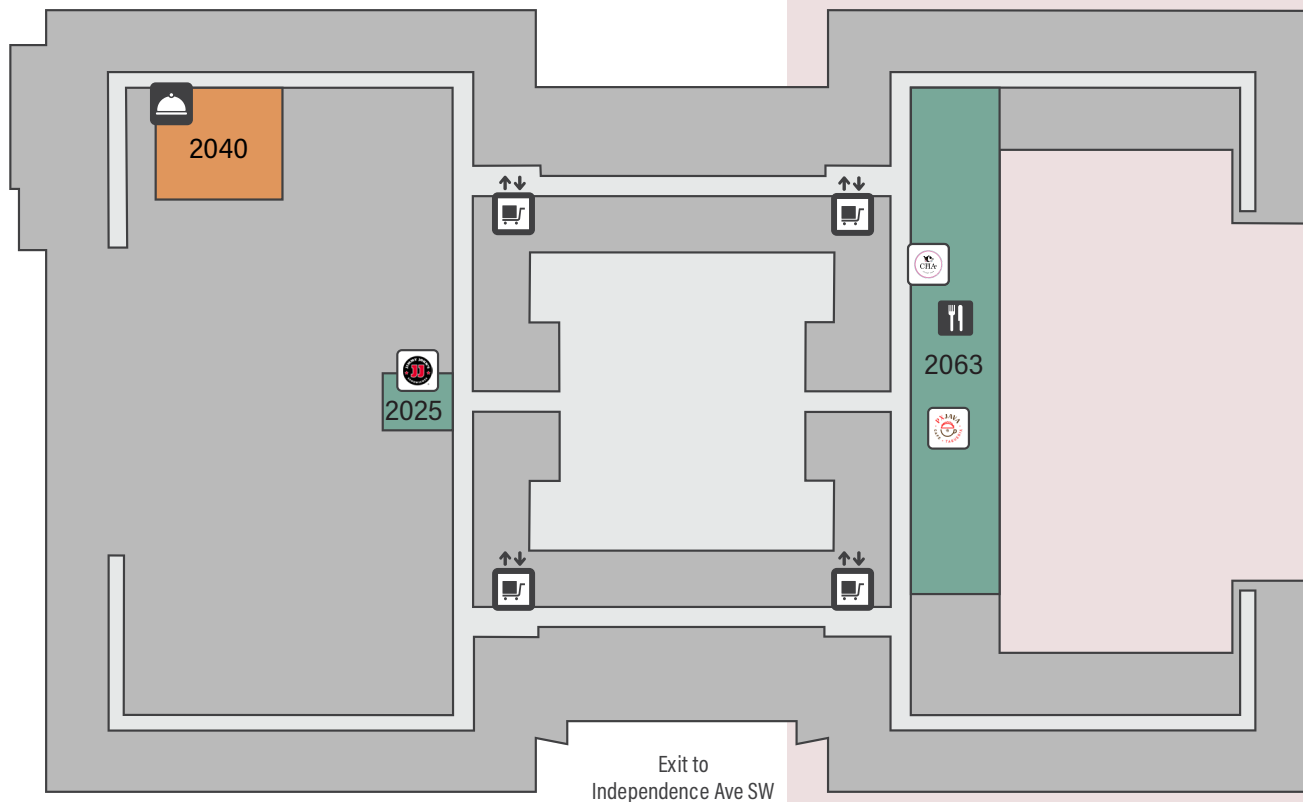
- Freight Elevator
- Loading Dock
- Trash
- Starbucks
- Freshens
- Cafeteria
- Catering
- Convenience Store

Contact your COR with any questions or concerns.



RAYBURN GROUND FLOOR

Freight Elevators, Loading Docks, and Trash Locations



Exit to
Independence Ave SW

-  Freight Elevator
-  Jimmy John's
-  CHA Street Food
-  PX Java
-  Cafeteria
-  Catering

Contact your COR with any questions or concerns.



LOADING DOCK

Height: Bay 1: 10.5 feet

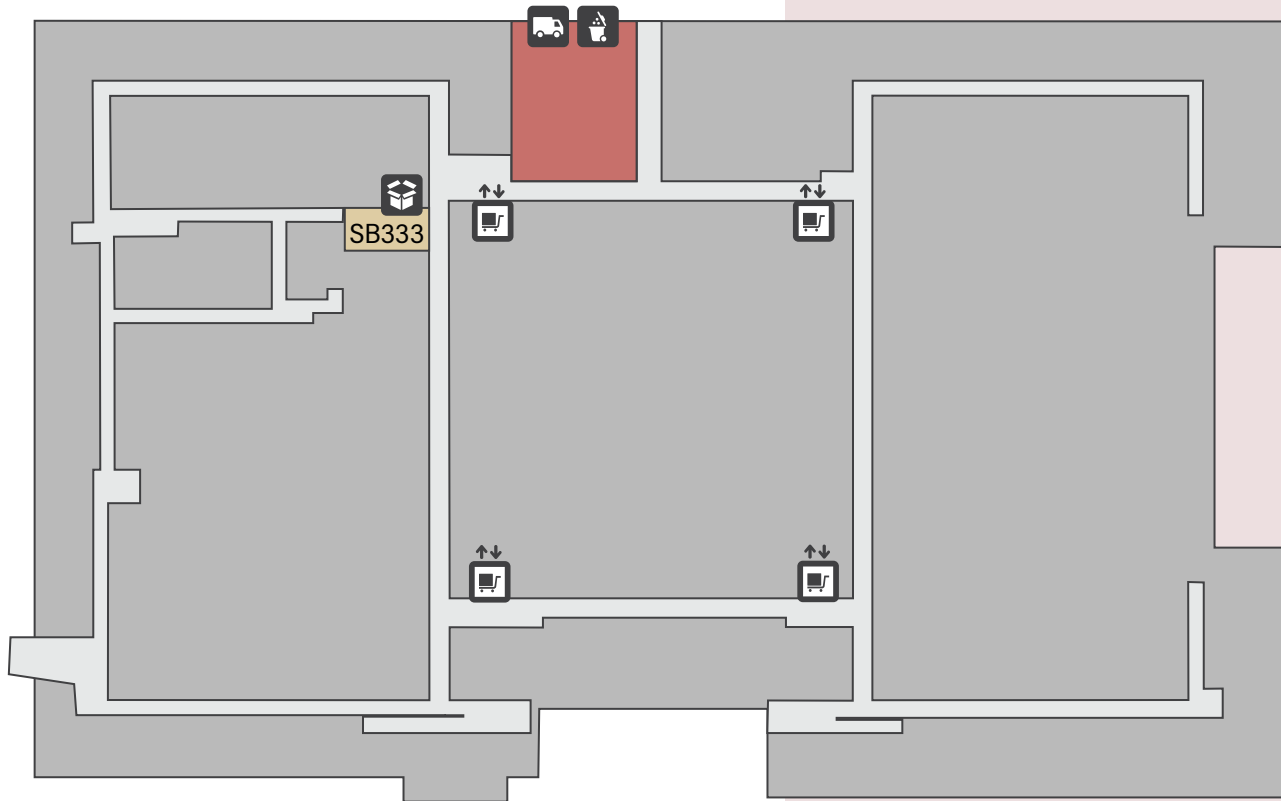
Bay 2: 11 feet

Weight: No restrictions





Width: 10 feet

RAYBURN SUB-BASEMENT

Freight Elevators, Loading Docks, and Trash Locations



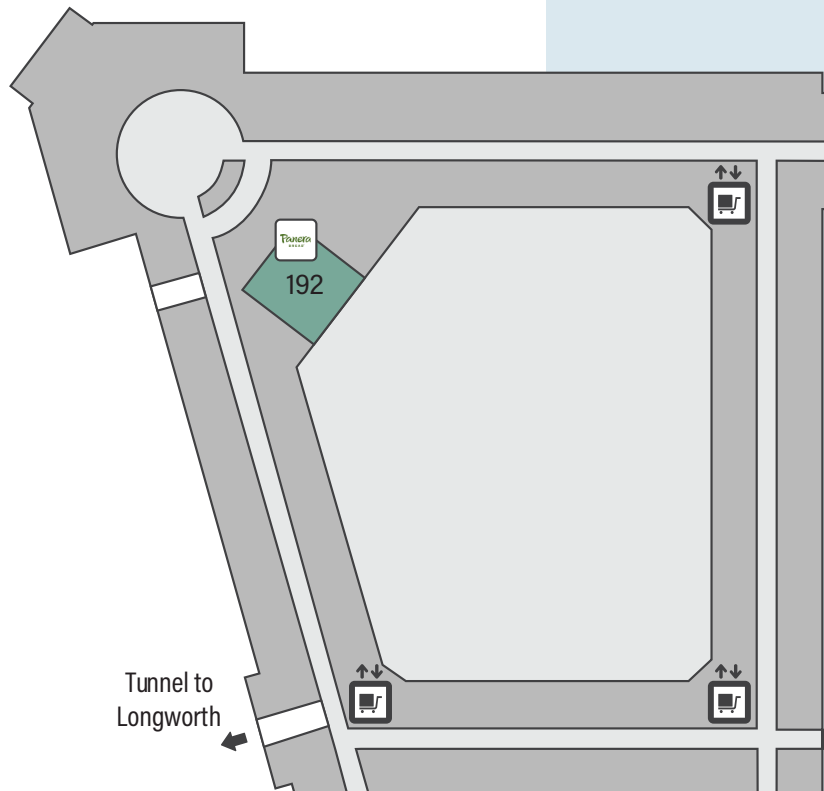
Contact your COR with any questions or concerns.

-  Freight Elevator
-  Loading Dock
-  Trash (Non-Cardboard)
-  Cardboard Only Trash

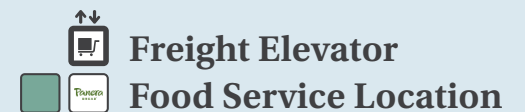


CANNON FIRST FLOOR

Freight Elevators, Loading Docks, and Trash Locations



Contact your COR with any questions or concerns.



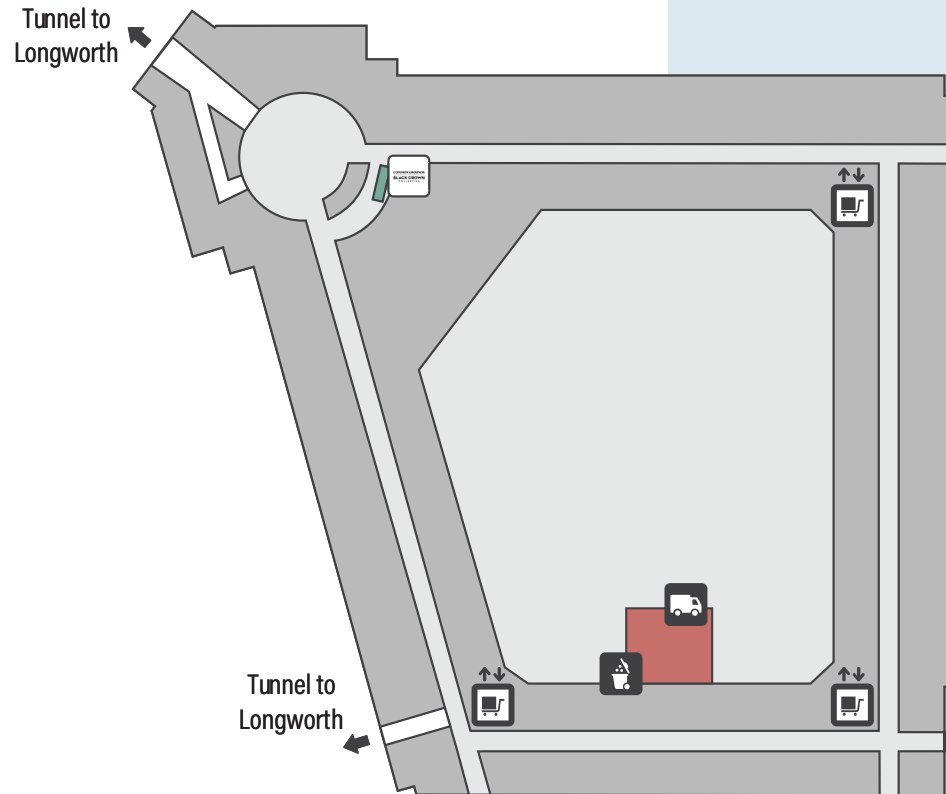


NOTE

*If delivering large pieces of equipment to Longworth in a passenger vehicle/trailer instead of a box truck, we may suggest using the Cannon parking garage. Please connect with your COR for additional information.

CANNON BASEMENT

Freight Elevators, Loading Docks, and Trash Locations



Contact your COR with any questions or concerns.

-  Freight Elevator
-  Parking Garage
-  Trash
-  Common Grounds x Black Crown Collective



U.S. House of Representatives

CAO
CHIEF ADMINISTRATIVE OFFICER

Appendix M - Parking Pass Request Form

Contract Name:

Contract Number:

Dates Needed:

If applicable, please indicate
"Permit Pass."

Reason for Request:

Vehicle Information

Name:

Make:

Model:

Color:

Plate State:

Plate Number:

Please note: Parking pass requests are not guaranteed and are subject to availability