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**Distribution:** External

## JOHNS MANVILLE HILLSBORO DISTRIBUTION CENTER PROCEDURES

### HOURS OF OPERATION

**TEMPORARY HOURS OF OPERATION: (DECEMBER 6, 2021 - FEBRUARY 28, 2022) 06:30-16:30**

**STANDARD HOURS OF OPERATION BEGINNING MARCH 1, 2022**

OUTBOUNDS - 06:30 - 20:00

INBOUNDS - 06:30 - 14:30

**By appointment only:** Please email [Pablo.Lugo@jm.com](mailto:Pablo.Lugo@jm.com) and [Brad.Smiley@jm.com](mailto:Brad.Smiley@jm.com)

1. All drivers must check in at the front gate with proper load ID (last entrance on left).
  - a. Must have your trailer load ready before entering gate.
  - b. Gate is closed during operating hours (only enter if you have checked in)
2. All drivers will be given directions at check-in to a staging area.
  - a. All drivers **MUST** stay in vehicle once they have entered and wait for further instructions.
3. During loading
  - a. All drivers **MUST** stay in their vehicle during and after loading and unloading.
  - b. Drivers are not permitted to exit their vehicle until they have exited the building.
4. Rest Area
  - a. Once a driver has exited the building, they may come in through a designated door to use the rest room facilities and water fountain.
5. Securing load, tarping station, and check-out.
  - a. All loads will be secured outside the warehouse (unless there is a weather event) in a designated spot.
  - b. All tarp loads will be facilitated by a Johns Manville employee.
  - c. Drivers will come through a designated door to check out and receive their paperwork.
6. Drivers will exit out a different gate that they entered.

### See Full Hillsboro Facility Map on Page 3



1. Entering the Hillsboro facility through the main road.



2. The distribution side of the Hillsboro facility.



**Facility Address:** 858 Johns Manville Drive, Hillsboro, TX 76645

### Hillsboro, TX Facility Map

