

# Contractor Access Request Form

Monday-Friday, 6AM-6PM

All Contractors Must be UNION

<b>Today's Date:</b>	
<b>Tenant:</b>	<b>Requested By:</b>
<b>Tenant Contact Name &amp; Number:</b>	
<b>Vendor Onsite Contact Name &amp; Number:</b>	

- Requests must be submitted to building management a minimum of 24 hours prior to request date.
- Submit vendor certificate of insurance with this request.
- This access form is for Monday-Friday only. After-hours requests, 6PM-8AM, will require an after-hours access form.

Day and Date(s) of Service	Vendor	Start and End Time	Location	Detailed Description of Work	How many members/workers

-Additional Questions on Next Page-

<b>Loading Dock Required? (Y/N)</b>	<p><i>Note: Maximum Vehicle Size is 11' height, 23' long. Time duration is 30 min max during business hours.</i></p> <p>Comments</p>
<b>Fire Life Safety Impairment (Y/N)</b>	<p><i>Please indicate if Bag smokeheads will take system offline and/or drain sprinkler system.</i></p> <p><i>Note: Engineering will be required for taking offline. Cost is billed back to tenant.</i></p> <p>Comments</p>
<b>Hot Work Permit Required (Y/N)</b>	<p><i>Note: To obtain permit, contact building engineer to complete hot work permit form.</i></p> <p><b>Provide name of vendor, date, and time.</b></p> <p>Comments</p>
<b>Service Car Access (Y/N)</b>	<p><i>Service Car is non-exclusive.</i></p> <p>Comments</p>