

# Contractor Access Request Form

Weekend / After Hours (6PM-6AM)

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.
- For move-ins/move-outs, request must be submitted a week prior to request date.
- Submit vendor certificate of insurance with this request.

| 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?</b><br><b>(Y/N)</b>                        | <p><i>Note: Maximum Vehicle Size is 11' height, 23' long. Additional security is required for loading dock access and cost will be billed back to tenant.</i></p> <p>Comments</p>                                           |
| <b>Additional Security Required for Loading Dock</b><br><b>(Y/N)</b> | <p><i>Note: Security is required for a 4-hour minimum. Please provide the start and end time.</i></p> <p>Comments</p>                                                                                                       |
| <b>Fire Life Safety Impairment</b><br><b>(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</b><br><b>(Y/N)</b>                      | <p><i>Note: To obtain permit, contact building engineer to complete hot work permit form. Provide name of vendor, date, and time. Engineering labor cost is billed back to tenant.</i></p> <p>Comments</p>                  |
| <b>Service Car Access</b><br><b>(Y/N)</b>                            | <p><i>Service Car is non-exclusive.</i></p> <p>Comments</p>                                                                                                                                                                 |