

Contractor Access Request Form

Weekend / After Hours (6PM-6AM)

All Contractors Must be UNION

Today's Date:	
Tenant:	Requested By:
Tenant Contact Name & Number:	
Vendor Onsite Contact Name & Number:	

Please adhere to social distancing of 6ft and send Property Management Vendor COVID-19 Protocols for review. Gloves and Masks are Mandatory while working in the building.

- 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-

Loading Dock Required? (Y/N)	<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>
Additional Security Required for Loading Dock (Y/N)	<p><i>Note: Security is required for a 4-hour minimum. Please provide the start and end time.</i></p> <p>Comments</p>
Fire Life Safety Impairment (Y/N)	<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>
Hot Work Permit Required (Y/N)	<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>
Service Car Access (Y/N)	<p><i>Service Car is non-exclusive.</i></p> <p>Comments</p>