



## CONTRACTOR ACCESS REQUEST FORM

Monday-Friday, 8AM-6PM  
All Contractors Must be Union

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

<p><b>Loading Dock Required? (Y/N)</b></p>	<p><i>Note: 30 min max during business hours.</i></p> <p>Comments</p>
<p><b>Fire Life Safety Impairment (Y/N)</b></p>	<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>
<p><b>Hot Work Permit Required (Y/N)</b></p>	<p><i>Note: To obtain permit, contact building engineer to complete hot work permit form.</i></p> <p><i>Provide name of vendor, date, and time.</i></p> <p>Comments</p>
<p><b>Service Car Access (Y/N)</b></p>	<p><i>Service Car is non-exclusive.</i></p> <p>Comments</p>