



CONTRACTOR ACCESS REQUEST FORM

Weekend / After-Hours, 6PM-8AM

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.

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>Loading Dock Required? (Y/N)</p>	<p><i>Note: Additional security is required for loading dock access and cost will be billed to tenant.</i></p> <p>Comments</p>
<p>Additional Security Required for Loading Dock? (Y/N)</p>	<p><i>Note: Security is required for a 4-hour minimum. Please provide the start and end time. Cost will be billed to tenant.</i></p> <p>Comments</p>
<p>Fire Life Safety Impairment (Y/N)</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>Hot Work Permit Required (Y/N)</p>	<p><i>Note: To obtain permit, contact building engineer to complete hot work permit form. Engineering labor cost will be billed to tenant.</i></p> <p><i>Provide name of vendor, date, and time.</i></p> <p>Comments</p>
<p>Freight Elevator Access (Y/N)</p>	<p><i>Freight Elevator is non-exclusive.</i></p> <p>Comments</p>