

ONE MARKET PLAZA

Construction/Vendor Access Request

Submit to Property Management by 12:00 pm on the business day prior to the date of the requested service(s).

<u>Tenant/ Contractor Fills Out This Portion:</u>			
Contact Name: _____			
ACCESS INFORMATION		Contact Numbers:	
Tenant: _____	Is an Engineer required?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Date of Access: _____	Is access to other tenant space required?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Contractor: _____	If so, which floor & Tenant? _____		
Subcontractor: _____			
Floors & Towers: _____	Is freight elevator required? *	Y <input type="checkbox"/>	N <input type="checkbox"/>
Time of Access: _____	Freight Hours From: _____		
# of Workers: _____	Freight Hours To: _____		
Reminder: Certificates of Insurance for contractors/vendors must be on file with PMO prior to the start of work.		Reminder: Freight elevators can only be reserved after hours M - F 6pm - 7am or anytime on the weekend.	
Description of Work (attach additional sheets if necessary): _____			
ACCESS REQUIREMENTS:			
<input type="checkbox"/>	Mechanical / HVAC Room	_____	
<input type="checkbox"/>	Electric Closet	_____	
<input type="checkbox"/>	Telephone / Communication closets	_____	
CONTRACTOR WORK INVOLVES:			
<input type="checkbox"/>	Sprinklers	_____	
<input type="checkbox"/>	Fire Alarm	_____	
<input type="checkbox"/>	Pre-Action System	_____	
<input type="checkbox"/>	Welding / Sweating of Pipe	_____	
<input type="checkbox"/>	Grinding/Spark Producing Work	_____	
(SPRINKLER AND HOT WORK REQUIRE 24 HOUR NOTICE. CERTIFICATE REQUIRED FOR HOTWORK)			

<u>Security Office Use Only:</u> *Request for security must be at a minimum of 48 hours notice, if not an OT charge will be incurred*			
	Officer 1	Officer 2	
S/O Name: _____	_____	_____	Location Code: _____
Start / Finish Time: _____	_____	_____	Straight Time: <input type="checkbox"/>
Total Hours: _____	_____	_____	Overtime: <input type="checkbox"/>

<u>Management Office Use Only:</u>			
		YES	NO
Notes:	Are Completed Insurance Certificates in Place?	<input type="checkbox"/>	<input type="checkbox"/>
	Does Neighboring Tenant need to be notified?	<input type="checkbox"/>	<input type="checkbox"/>
	Has Neighboring Tenant approved?	<input type="checkbox"/>	<input type="checkbox"/>
	Who is Neighboring Tenant contact?	<input type="checkbox"/>	<input type="checkbox"/>
	Date / Time Property Management received form: _____		

<u>Approvals:</u> By signing this access requests, Tenant accepts all building labor charges as it applies to this work.		Date
Tenant Contact Approval _____	_____	_____
PMO Approval _____	_____	_____
Engineering Approval (HOT WORK ONLY) _____	_____	_____
Fire Safety Director Approval (HOT WORK ONLY) _____	_____	_____