

**CONTRACTOR ACCESS PASS**

NOTE: AN I.D. IS REQUIRED TO GRANT ACCESS TO ALL SECURED AREAS, AND WILL BE RETAINED BY SECURITY WHILE ON-SITE. PASSES MUST BE SUBMITTED FOR BUILDING MANAGEMENT APPROVAL WITH AT LEAST 24 HRS NOTICE PRIOR TO THE DATE OF WORK.

<b>DATE OF WORK:</b>		<b>HOURS OF ACCESS:</b>	
<b>CONTRACTOR/COMPANY:</b>			
<b>CONTACT PERSON:</b>		<b>CONTACT NUMBER:</b>	
<b>ACCESS TO:</b>			
<b>TENANT:</b>		<b>SUITE:</b>	<b>CONTACT NUMBER:</b>
<b>AUTHORIZED CONTACT PERSON:</b>		<b>AUTHORIZED SIGNATURE*:</b>	
<b>ACTIVITY:</b>			

\*Authorized Signature required and must match signature on file

<b>BUILDING MANAGEMENT USE ONLY</b>			
<b>SPRINKLER AND FIRE ALARM SHUT OFF (SECURITY ACTIVITIES):</b>			
<b>DISABLE FIRE ALARM SYSTEM?</b>	<b>YES:</b>	<b>NO:</b>	
<b>FIRE ZONE:</b>			
<b>DATES:</b>		<b>TIME:</b>	
<b>TURN OFF MAIN CITY FEED ON MERCHANT STREET?</b>	<b>YES:</b>	<b>NO:</b>	
<b>ISOLATE AND TURN-OFF AFFECTED FLOOR VALVE(S)?</b>	<b>YES:</b>	<b>NO:</b>	
<b>ADDITIONAL NOTES:</b>			
<b>BUILDING MANAGEMENT APPROVAL: (REQUIRED)</b>			<b>DATE:</b>