

## VANTAGE SOUTH END - ACCESS REQUEST FORM

*This form is for vendors that need access to the building (daily, weekly, bi-weekly, quarterly, annually, etc.)*

*This form must be completed and submitted **48 hours** in advance of any requested work efforts within the Vantage South End facilities. All forms must be legible and filled out in their entirety before further form processing will be considered. Any forms not meeting these standards will be discarded and access will be denied. If during the course of the work effort the scope changes or extends beyond what is reflected on the **approved** access form, engineering must be notified before work continues and non-approved deviations may result in work being stopped. A current COI must be on file at all times.*

Along with this access form, a signed copy of receipt and acceptance of the Vantage South End building rules must be submitted along with the access request form.

Daily Access

Tenant Approval \_\_\_\_\_

Date \_\_\_\_\_

Recurring Access \_\_\_\_\_

**Tenant Information**

**Contractor/Vendor Access Information**

Work Date	Start _____	End _____		<b>Floors/Areas Access Requested</b>	
Work Window	Start _____	End _____			
Contact Name (Tenant)				Company Name	
E-Mail (Tenant)				On-Site Contact Person	
Phone Number				Phone Number	

**Detailed Description of Work or Reason for Requested Access**

**Contractors/Vendors Access Requestors MUST Answer YES or NO to the following Questions**

Section below is to be checked off by property management personnel only.

Will any "Hot-Work" be performed (i.e. welding, soldering, pipe sweating, use of heat guns, etc...)?* <b>Hot Work Permit REQUIRED</b>	YES	NO	FACP DEACTIVATION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any "Sprinkler System" relocation, testing, modifications, or sprinkler system construction work efforts take place?	YES	NO	FIRE WATCH REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any "Fire Alarm Control System" device relocations, testing, modifications, or general system work efforts take place?	YES	NO	FACP (RED) LOG SHEET REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any core drilling, hammer drilling, sanding, spray applications (i.e. painting, Zolatone, insulate on etc....) work efforts take place?	YES	NO	HOT WORK PERMIT REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any mechanical work efforts take place that include, the removal or handling of pressurized gases (i.e. refrigerant recovery), filter replacements, fluid draining, pneumatic work, restaurant hood maintenance, etc....?	YES	NO	MSDS SHEETS REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any work take place that includes the additions of walls, doors, ceiling tile, installation of floor coverings, relocation of moveable walls, or relocation of office cubes in close proximity to any fixed fire alarm system notification devices?	YES	NO	CERTIFICATE OF INSURANCE ON FILE? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any electrical work including energizing of new circuits or equipment, breakers/panels, rough ins, tie ins, under raised floors, above ceiling, generator maintenance (i.e. load banking, maintenance runs), battery or battery string maintenance, shuffling of high energy electrical loads (i.e. UPS, PDU, Power Wrap, Power Tie Operations) take place?	YES	NO	Property Management Approval  Engineering <input type="checkbox"/> Date _____
Is there any engineered drawings stamped, approved, and permitted? No electrical work including demolition, and/or installations shall take place without building approval of drawings/load studies/updated panel schedules, etc....	YES	NO	Property Management <input type="checkbox"/> Date _____
Will any chemicals be used? (i.e.) solvents, glues, cleaners, lubricants, fuels, paints, stains, refrigerants, compounds, etc.... Contractor/Vendor must provide MSDS sheets if requested prior to access form approval.	YES	NO	

\* If "yes" to any of the above, coordination must be made with the engineering department and additional processing time may be required.

\*\* Should work effect adjacent or below occupied space, additional security may be required. \_\_\_\_\_

Security authorized to allow contractor access to your suite?  
 If no, requestor will be required to escort contractor/vendor to work area

Use of Loading Dock required?

Yes  No

Yes  No  Times Needed: \_\_\_\_\_

Access to Service Elevator Required?

Yes  No

Special Provisions Needed:

After-Hours HVAC Needed? Additional charges may be assessed per lease.

Yes  No  Times Needed: \_\_\_\_\_

If you are a General Contractor or Supervising Contractor that will utilize more than one individual for project supervision over an extended period of time or shift changes, their information **must** be added in the spaces below.

Supervising GC/Contractor [Shift 1]	Phone Number	E-Mail	Alt. Phone Number
Supervising GC/Contractor [Shift 2]	Phone Number	E-Mail	Alt. Phone Number

### Vendor/Sub-Contractor Participants List

Add names, numbers, emergency contact numbers to the list below as a **replacement** for generating (1) access document per vendor or sub-contractor. This will pertain to projects and construction that involves more than (1) participant. It is of the absolute importance that the access form document be filled out in full to include work scope and description per Vendor/Sub-Contractor. As part of the work scope, please detail what days/times specific vendors will be on-site performing work.

Vendor/Sub-Contractor Name	Contact Person	Phone Number	Alt. Phone Number
WORK SCOPE			

Vendor/Sub-Contractor Name	Contact Person	Phone Number	Alt. Phone Number
WORK SCOPE			

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<i>Vendor/Sub-Contractor Name</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Alt. Phone Number</i>
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