



Building Access Request Form

This form must be submitted by **12:00 pm on the business day prior** to the requested access date or the work cannot be approved. Should you have any questions, please contact the Office of the Building at 213-624-3229.

Date of Access	Tenant	Suite
Vendor Requesting Access		

Vendor Contact Person _____
 Phone Number _____

Time: From _____ am pm
 To _____ am pm

After-Hours Loading Dock Parking:
 (Maximum 1 Vehicle)

Yes No

8:00 am - 6:00 pm Unloading/loading only

Type of work to be performed:

After-Hours Freight Elevator Reservation:

\$40/hr (4 hour minimum)
 Reservations available Monday - Friday
 6:00 pm - 6:00 am, or Saturday - Sunday

Yes No

Reserve from _____ to _____

Notes / Comments:

Authorized Tenant Contact Name _____ Phone _____

Authorized Tenant Signature _____ Date _____

*Note: Visitors and contractors must check in with the loading dock upon arrival and prior to performing any work in the building.

<p>For Building Management use only:</p> <p><input type="checkbox"/> COI Approved Access to Suite/Floor _____ Approved</p> <p><input type="checkbox"/> Vendor/Contractor Permitted to Park at Dock # of Vehicles: _____</p> <p><input type="checkbox"/> Freight Elevator Reserved (if applicable)</p> <p><input type="checkbox"/> Contractor Work Reviewed by Engineering</p>	<p>Special Instructions/Notes: _____</p> <p>Approved by: _____</p> <p>Date approved: _____</p> <p>Processed by: _____</p>
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Please return to the Office of the Building via Email: 444oob@444southflower.com