

FOURFortyFOUR



SOUTH FLOWER

Defining the Art of Workplace

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 Property Management Office at 213-624-3229.

| Date of Access | Tenant | Suite |
|---------------------------|--------|-------|
| Company Requesting Access | | |

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:

\$45/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.

| For Property Management use only: | |
|--|--------------------------------------|
| <input type="checkbox"/> COI Approved | Special Instructions/Notes: _____ |
| Access to Suite/Floor _____ Approved | |
| <input type="checkbox"/> Vendor/Contractor Permitted to Park at Dock | Approved by: _____ |
| # of Vehicles: _____ | |
| <input type="checkbox"/> Freight Elevator Reserved (if applicable) | Date approved: _____ |
| <input type="checkbox"/> Contractor Work Reviewed by Engineering (if applicable) | Processed by: _____ |

Please send to the Property Management Office via Email: pmo@444southflower.net