2100 M STREET

SPECIAL ACCESS REQUEST FORM

TENANT FILLS OUT THIS PORTION:

PURPOSE OF WORK

☐ CONSTRUCTION ☐ DELIVERIES

☐ MOVING ☐ OTHER: _____

PLEASE NOTE: **NO PARKING IN THE LOADING DOCK.**
LOADING DOCK IS FOR LOADING AND UNLOADING ONLY.

ACCESS INFORMATION

TENANT: _____ IS ACCESS TO OTHER TENANT SPACE REQUIRED? YES ☐ NO ☐

DATE OF ACCESS: _____ IF SO, WHICH TENANT? _____

CONTRACTOR: _____ _____

SUBCONTRACTOR: _____

FLOORS ACCESSED: _____ IS A SECURITY OFFICER REQUIRED? YES ☐ NO ☐

TIME OF ACCESS: _____ AM / PM

KEY

IS A KEY NEEDED FOR ACCESS? YES ☐ NO ☐ KEY NUMBER AND TYPE: _____

TENANT MUST PROVIDE A KEY, KASTLE KEY, OR DATAWATCH KEY IF YOU ARE REQUESTING THAT SECURITY PROVIDE ACCESS.

FREIGHT ELEVATOR

IS FREIGHT ELEVATOR SERVICE REQUIRED? YES ☐ NO ☐

FREIGHT HOURS FROM: _____ AM / PM FREIGHT HOURS TO: _____ AM / PM

LOCATION AND DESCRIPTION: _____

_____

_____

_____

TENANT AUTHORIZATION SIGNATURE

_____ _____ _____

(SIGNATURE) (PRINT NAME) (PHONE NUMBER)

REMINDER: CERTIFICATES OF INSURANCE FOR CONTRACTORS MUST BE ON FILE WITH THE PROPERTY MANAGEMENT OFFICE PRIOR TO THE START OF WORK.

MANAGEMENT OFFICE USE ONLY:

ROUTING:

☐ PROPERTY MANAGER

☐ ENGINEERING

☐ SECURITY

☐ HOUSEKEEPING

ARE COMPLETED INSURANCE CERTIFICATES IN PLACE? YES ☐ NO ☐

DOES NEIGHBORING TENANT NEED TO BE NOTIFIED? YES ☐ NO ☐

SECURITY TO GIVE ACCESS? YES ☐ NO ☐

KEYS FOR ACCESS PROVIDED? YES ☐ NO ☐

APPROVAL: _____ DATE: _____

SECURITY USE ONLY:

SECURITY POST(S): _____ _____

S/O(S) NAME & RANK: _____ _____

ALL KEYS INDICATED ATTACHED? YES ☐ NO ☐ IF NO, WHO CONTACTED AND WHEN _____

KEY ISSUED TO: _____ TIME OUT: _____ AM / PM

KEY RETURNED TO: _____ TIME IN: _____ AM / PM