

Date: _____

1001
PENNSYLVANIA
AVENUE

SPECIAL ACCESS FORM

This form is designed to provide Property Management, Engineering and Security with the necessary information to accommodate your request. Please fill out the form in its entirety and return to the Property Management Office (Suite 100) by no later than **12 noon** the day before access is required. **If any weekend work will require engineering or security staff onsite, this form must be submitted by Thursday.** This form will be reviewed by the appropriate personnel, and you will be notified if the request cannot be approved.

TENANT INFORMATION

Tenant: _____ **Emergency Contact:** _____ **Number:** _____

Contractor: _____ **Supervisor on site:** _____ **Contact Number:** _____

Subcontractor: _____ **Supervisor on site:** _____ **Contact Number:** _____

SCOPE OF WORK

Date(s) of access for work: _____ **Location of work:** _____

Start Time: _____ **End Time:** _____

Telephone closet access required? Y / N

Nature of Work: Plumbing Electrical Mechanical Painting Millwork Furniture Move Hot Work* Other (describe below)

*Hot work requires a valid hot work permit be attached and must be submitted 24 hours in advance at a minimum.

Other Description:

Shut down of Building Systems/Utilities required? Y / N If Yes indicate which system or utility

Domestic Water Chill or Condenser Water Electrical Fire/Life Safety Devices Sprinkler Other _____

Vendor Work Procedure Involving the Use of Odor Producing Materials

In order to minimize an adverse impact to the building's Indoor Air Quality (IAQ) and/or tenant comfort, any vendor or contractor performing work that involves the use of adhesives, solvents, paints or other material that has the possibility of producing an odor must submit a written procedure to property management detailing the manner in which the work will be performed, specifically detailing the manner in which the adhesive, cleaner, solvent, paint, etc. will be used. All SDS will be provided in advance of the work being scheduled. The written procedure and the SDS will be reviewed by the Engineering Manager or his/her designee. All odor- generating work in tenant occupied areas will be performed after hours and will require the review and approval of property management. An after-hours work request form will be required for all work scheduled after hours and must be filled out in its entirety, including all appropriate contact information and property management review.

LOADING DOCK AND FREIGHT

Loading Dock required? Y / N **Hours:** _____ **Freight Elevator required?** Y / N **Hours:** _____

The loading dock is open M-F from 6:00AM to 7:00PM. Parking in the loading dock is not permitted unless approved in advance. The Freight elevator may not be reserved for single use but must run free for the use of all vendors/contractors.

HINES USE ONLY

Engineering

	Yes	No	N/A	Location
Exhausting Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impairment Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer Needed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permits/Plans Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SDS Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Engineering Approval: _____

Property Management

	Yes	No	N/A
Certificate of Insurance on file:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affected Tenants Notified:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management Approval: _____

Comments: