

Date: _____

Two Liberty Center

CONSTRUCTION SPECIAL ACCESS FORM

This form is designed to provide Property Management, Engineering and Security with the necessary information to accommodate your request to perform construction related work in the building after hours. Please fill out the form in its entirety and return to the Property Management Office (360) no later than **12 noon** the day before access is required. **If any weekend work will require engineering or security staff on-site, this form must be submitted on Thursday.** This form will be reviewed by the appropriate Hines personnel, and you will be notified if the request cannot be approved. Forms can be emailed to Roberta.Desiderio@hines.com.

TENANT INFORMATION

Tenant: _____

Emergency Contact: _____

Contact Number: _____

Contractor: _____

Supervisor on site: _____

Contact Number: _____

Subcontractor: _____

Supervisor on site: _____

Contact Number: _____

Subcontractor: _____

Supervisor on site: _____

Contact Number: _____

SCOPE OF WORK

Date(s) of access for work: _____

Time of access: _____

Floors where work will be performed: _____

Nature of Work: Plumbing Electrical Mechanical Painting Millwork Welding/Soldering Hot Work* Other

Description:

LOADING DOCK AND FREIGHT

Is use of the Loading Dock Required? _____

Time of arrival to dock: _____

Is use of the Freight Elevator Required? _____

Freight hours needed: _____

Please note: The loading dock is open M-F from 7am to 6pm on a first come, first served basis. Parking in the loading dock is not permitted.

HINES USE ONLY

Engineering

	Yes	No	Location
Exhausting Required:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impairment Status:	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer Needed:	<input type="checkbox"/>	<input type="checkbox"/>	
Permits/Plans Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	
Billable:	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering Approval:	_____		

Property Management

	Yes	No
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>
Security Notified:	<input type="checkbox"/>	<input type="checkbox"/>
Affected Tenants Notified:	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance on file:	<input type="checkbox"/>	<input type="checkbox"/>
Billable Security:	<input type="checkbox"/>	<input type="checkbox"/>
Management Approval:	_____	

Comments: