

Date: \_\_\_\_\_

**Two Liberty Center**  
**NON-CONSTRUCTION SPECIAL ACCESS FORM**

This form is designated to provide Property Management and Security with the necessary information to accommodate your request to gain special access to the building after regular business hours. Please fill out the form in its entirety and return it to the Property Management Office (Ste 360) no later than 4:00 PM the day before access is required. This form will be reviewed by the appropriate Hines personnel, and you will be notified if any adjustments need to be made. Forms can be e-mailed to [Roberta.Desiderio@hines.com](mailto:Roberta.Desiderio@hines.com).

**TENANT INFORMATION**

**Tenant:** \_\_\_\_\_  
*(Must include building number)*

**Emergency Contact:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Supervisor on site:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

**Sub-Contractor:** \_\_\_\_\_

**Supervisor on site:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

**SCOPE OF SERVICES**

<b>Date(s) of access:</b> _____		Yes	No
<b>Floor(s) where access is required:</b> _____	Is a key required for access?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Time of Access:</b> _____	Has tenant provided key?	<input type="checkbox"/>	<input type="checkbox"/>

*(Tenant must provide key and/or Kastle card for security)*

**Reason for request:** Moving      Delivery      Service / Repair      Other: \_\_\_\_\_

**Description:**

**LOADING DOCK AND FREIGHT**

Is use of the Loading Dock required? \_\_\_\_\_  
Time of arrival to the dock: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Is use of the Freight Elevator Required? \_\_\_\_\_  
Freight hours needed: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**HINES USE ONLY**

<b>Engineering</b>	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"/>	

Engineering Approval: \_\_\_\_\_

<b>Property Management</b>	Yes	No
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>
Security Notified	<input type="checkbox"/>	<input type="checkbox"/>
Kastle Notified (door props):	<input type="checkbox"/>	<input type="checkbox"/>

Management Approval: \_\_\_\_\_

Comments: