



**Figueroa At Wilshire**

601 S Figueroa

**ACCESS REQUEST FORM**

This form is used to notify the Building Management Office (BMO) of all deliveries, work and use of the property or services 601 S Figueroa during both business and after hours. Advance notice and permission is required for use of the property including but not limited to - deliveries, construction, catering, moving furniture, and repairs.

The BMO will not allow Deliveries or Contractor's workers access to the property without prior authorization from Tenant.

All access request forms must be submitted to the BMO by 2:00 PM the day prior to work being performed and weekend work access requests must be in by 3:00 pm on the preceding Thursday via hand delivery or email.

Access request forms can be **emailed** to following group: [Adelaida.Luna@brookfield.com](mailto:Adelaida.Luna@brookfield.com), [Lisa.Mejorado@brookfield.com](mailto:Lisa.Mejorado@brookfield.com), [Raquel.Martin@brookfield.com](mailto:Raquel.Martin@brookfield.com),

**(All vendor Access Request Forms must be followed by Management approval via email)**

TENANT: \_\_\_\_\_

LOCATION (FLOOR AND SUITE): \_\_\_\_\_

DATE / TIME FRAMES: \_\_\_\_\_

VENDOR(S) / CONTRACTOR(S): \_\_\_\_\_

ACCESS TO: \_\_\_\_\_

LOADING DOCK ACCESS:

(20 minute maximum parking during Business Hours: 6am-6pm, M-F)

During Bus Hrs:

After Hours:

FREIGHT ELEVATOR ACCESS:

(Business Hours: 6am-6pm, M-F demo removal or large stock/furniture activity will require Freight Reservations at a 4hr minimum)

Reserved:

Access Only:

VENDORS AND DESCRIPTION OF WORK TO BE PERFORMED:

REQUESTED BY:

(Name / Cell Phone #) \_\_\_\_\_

Current certificate of insurance must be on file with Building Management prior to any work, in order for access to be approved. Please notify the Building Management Office of any changes to this schedule via email or by calling(213) 330.8100

Insurance(s) Received: \_\_\_\_\_

Initials

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

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