

**AUTHORIZED SIGNATURES FOR WORK DURING
OR AFTER NORMAL OPERATING HOURS**

*Required for any work done at Republic Plaza at any time.
Form must be received by Property Management in Suite 3700 by 3:00pm
the day before required admittance M-F, and F for weekend work*

TENANT: _____ **SUITE:** _____ **DATE:** _____

AUTHORIZED BY: _____ **SIGNATURE:** _____ **PHONE:** _____
(Print) *(Must be Authorized Contact)*

NAME OF COMPANY / PERSON(S) TO BE ADMITTED:

_____ **DATE:** _____ **TIME (from-to):** _____
_____ **DATE:** _____ **TIME (from-to):** _____
_____ **DATE:** _____ **TIME (from-to):** _____

(Attach list of additional names if needed)

WORK TYPE TO BE PERFORMED:

Smoke Detectors

Take out of scan: _____ (Y) _____ (N) _____ **Floor(s)** _____

Odors expected (type)? _____ **Ventilation Needed?** _____

Fire Alarm Testing: _____ **Date:** _____ **Time:** _____ **Floor(s)** _____

VENDOR INFORMATION:

Work Performance Date(s): _____ **Time (from-to):** _____

Clearance to the following areas needed: _____ **Loading Dock** _____ **Freight Elevator** _____ **Other** _____

Security Escort Needed: _____ (Y or N) **Time (from-to):** _____

Bill to: _____ **GC** _____ **Tenant** _____ **Brookfield** _____

(Explanation) _____

Vendor Authorization By: _____ (Print) _____ (Authorized Signature)

*DOCK RESERVATION TIMES: 6-9 AM AND 3-6 PM, MONDAY THRU FRIDAY (MUST HAVE RESERVATION)
FIRST COME FIRST SERVED: 9AM – 3PM, MONDAY THRU FRIDAY (½ HOUR PARKING LIMIT)
ALL OTHER TIMES: BY RESERVATION ONLY*

NO EXCEPTIONS

To be Completed by Property Management

COI Approved: _____

Request Received and Approved by: _____

Date of Request: _____ **Time:** _____

Copies For: Engineering, Central Operations, Security, Loading Dock