

Brookfield

Properties

Heritage Plaza (1111 Bagby), Federal Land Bank Building (FLBB) & Clay Garage (1200 Bagby)

Security Access Request Form (After Hours is M-F 5:30 PM – 6:00 AM, all day on weekends & holidays).

Office: 713-651-7808 Fax: 713-651-9517

Please submit this form 48 hours in advance of required access Via Email

to: Distribution list in Section 8 at the end of this document.

| | | | | | | |
|---|--------------------------|---|---|--|---|---|
| Requestor: | | Cell Phone#: | | | Date Work to be Performed: | |
| Section 1 | | | | | | |
| Work/Project Title: | | | Work Location Building: <input type="checkbox"/> Heritage Building <input type="checkbox"/> Clay Garage <input type="checkbox"/> Heritage VIP and Tower Garage | | Work Start Time: | |
| | | | | | Work End Time: | |
| Section 2 -- ACM work required - Yes No (ACM work can only be performed after normal business hours) | | | | | | |
| Floor | Suite / Room(s) | Lights <input type="checkbox"/> | Air <input type="checkbox"/> | OT HVAC Requested via Angus | Scope of Work Being Performed | |
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| Floor | Suite / Room(s) | Lights <input type="checkbox"/> | Air <input type="checkbox"/> | OT HVAC Requested via Angus | Scope of Work Being Performed | |
| Section 3 – Contact Information | | | | | | |
| Contract Company Name: | | | Onsite Lead Name: | Onsite Lead's Cell Phone #: | | |
| Contract Company Name: | | | Onsite Lead Name: | Onsite Lead's Cell Phone #: | | |
| Section 4 – Comments/Access Instructions: (THIS SECTION MUST BE COMPLETED) | | | | | | |
| | | | | | | |
| Section 5 – Work Impacts: (THIS SECTION MUST BE COMPLETED) | | | | | | |
| Identify Impact to Tenants or Other Trades: | | | | | | |
| Fire Alarm Testing: | <input type="checkbox"/> | Floors Impacted: | Elevators Recalled: <input type="checkbox"/> | Stair Well Pressurization Activated: <input type="checkbox"/> | Strobes/ Tones Activated: <input type="checkbox"/> | Mag Locks Disabled: <input type="checkbox"/> |
| Lock Out Tag Out | <input type="checkbox"/> | Floors Impacted: | Equipment Impacted: | | | |
| Loading Dock Access | <input type="checkbox"/> | Loading Dock Access: From: To: | Material Delivery Only or Use of Dumpster: (5:30pm-8:30pm M-F Dock Officer Rgd, 10pm-6am M-F & All-day Sat/Sun Dock Officer & Freight Operator Rgd: 4hr Minimum) FEES FOR OFFICER APPLY <input type="checkbox"/> | | | |
| Freight Elevator Required | <input type="checkbox"/> | Require Use: (5:30pm-8:30pm M-F Dock Officer Rgd, 10pm-6am M-F & All-day Sat/Sun Dock Officer & Freight Operator Rgd: 4hr Minimum) FEES FOR OFFICER APPLY From: To: | | | | |
| IT Room Access | <input type="checkbox"/> | Floors Requested: | Scope of Work: <input type="checkbox"/> Montgomery Technology Authorization Y/N 1-844-824-0100 | | | |
| Section 6 – Operations Support Needs: | | | | | | |
| Roving Security Officer Needed: <input type="checkbox"/> | | Dedicated Security Officer Needed: <input type="checkbox"/> | | | | |
| Permit to Work Needed: <input type="checkbox"/> | | Desired Time Frame to Obtain Permit to Work: (NOTE: Permit may not be issued earlier than 1 hour before start of work) From: To: | | | | |
| Section 7 – Insurance requirements – Have all insurance requirements been submitted to Building Management office? | | | | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |

> Work requiring Fire Alarm testing must be received **48 hours before** alarm testing is scheduled.

> Work **requiring a dedicated or non-dedicated Security Officer**, Electrician or Operations assistance must be received **48 hours before** scheduled work.

> Work requiring IT equipment shutdown must be received **10 days before** scheduled shutdown.

> **Work** requiring Building shutdown must be received **30 days (1 month) before** scheduled shutdown.

Section 8 – Distribution List

desiree.garcia@brookfieldproperties.com; joel.morales@brookfieldproperties.com; laura.krupowicz@brookfieldproperties.com;
michael.rodriguez@brookfieldproperties.com; myrna.espitia@brookfieldproperties.com; robin.offield@brookfieldproperties.com;
roger.cornelius@brookfieldproperties.com;

Please be advised that receipt of this form by Brookfield does not constitute security clearance on the desired date(s) or time(s). Access is contingent upon previously scheduled reservations. Please call to confirm that security clearance will be provided. The freight elevators must be shared with the janitorial staff on weekdays between the hours of 5:30 p.m. and 10:00 p.m. A Certificate of Insurance must be provided prior to access, if not currently on file with Brookfield.

- > Work requiring Fire Alarm testing must be received 48 hours before alarm testing is scheduled.
- > Work **requiring a dedicated or non-dedicated Security Officer**, Electrician or Operations assistance must be received 48 hours before scheduled work.
- > Work requiring IT equipment shutdown must be received 10 days before scheduled shutdown.
- > **Work** requiring Building shutdown must be received 30 days (1 month) before scheduled shutdown.