Brookfield

Properties

601 Jefferson, Suite 125 Houston, TX 77002 713.659.8806 713.652.3108 fax

Certificate of Insurance Received: Yes

601 Jefferson **SECURITY CLEARANCE REQUEST FORM**

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 has been approved. The freight elevators must be shared with janitorial staff on weekdays between the hours of 6:00 p.m. and 10:00 p.m. A **Certificate of Insurance** must be provided and verified for accuracy prior to access, if not currently on file with the Management Office.

Please submit this form to the Management Office via email to: alexis.castillo@brookfieldproperties.com; 601Receptionist@brookfieldproperties.com; kristin.wells@brookfieldproperties.com; maryann.young@brookfieldproperties.com; jose.hernandez@brookfieldproperties.com; jeffrey.newell@brookfieldproperties.com A minimum of 24 hours advance notice is required (48 hours advance notice is preferred).

Today's Date:	
Tenant Name:	
Requestor's Name & Contact Number:	
Contractor Company Name:	
Contractor Contact Name & Number:	
Sub-Contractors:	
Troutement Contractor Required.	No by management and a notice to vacate the floor has been approved.
Access Requirements	
Date(s):	
Time(s):	
Freight: Yes No Hours	*Freight elevator cannot be reserved for sole use.
Loading Dock: Yes No	Hours *30 minute max parking at loading dock.
Basement: Yes No Hou	ırs
Floor(s):	Suite(s):
Work Description:	
Special Information/Instructions:	
Lights Required HVAC Required	Billing Code:
Security Escort Required	
Management Use	

Hold

No