

Brookfield Properties

777 Tower
777 South Figueroa Street, Suite 375
Los Angeles, CA 90017

Tel (213) 236-3900 marlene.finchum@brookfieldproperties.com
Fax (213) 622-2482 lana.torres@brookfieldproperties.com
www.brookfield.com

Vendor Access Request

Tenant Name: _____ Company / Vendor Name: _____
Tenant Contact Person: _____ Primary Contact / Phone: _____
Access To Floor(s): _____ Date & Time (Start/End): _____
Freight Elevator Use: _____ Freight Reservation
(Yes/No): _____ (Start/End): _____

**Reservation of a freight elevator requires an operator and will be charged per standard billing rates.*

Type of work being performed / Special Instructions

Support Services Required (Please indicate time and dates)

Sprinkler Valve Shutdown: _____ Roof Access: _____
Fire Alarm Control: _____ Mechanical Room Access: _____
Hot Work Permit: _____ Electrical Room Access: _____
Building Engineer: _____ Telephone Closet Access: _____
Building Security: _____ Special Cleaning: _____

Note: Noise generating work will be completed off hours (6:00 pm- 6:00 am)

Tenant or Approved Signature: _____ Date: _____

For Brookfield Use Only

Brookfield Comments: _____ _____
Insurance on file: Yes: _____ No: _____
Approved By: _____ Security Engineering Management

Valid COI must be on file with management office, requirements available upon request
Remit to Brookfield Management 48 hours in advance