

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

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

_____	DATE: _____	TIME (from-to): _____
_____	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: Yes No Floor(s): _____

Odors expected (type)? _____ Ventilation Needed? Yes No

Fire Alarm Testing: Yes No Date: _____ Time: _____ Floors(s): _____

CLEARANCE INFORMATION:

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

Security Escort Needed: Yes No Time (from-to): _____

Bill to: GC Tenant Brookfield

(Explanation) _____

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 and Loading Dock

Purpose

- This form needs to be completed for vendors needing access during and after normal business hours. For Tenant Visitor requests, requests can be sent through the Angus Service Portal.

Requirements

- Property Management must have a vendors/subcontractors/GC current Certificate of Insurance (COI) on file for deliveries and before work can begin in your space. For insurance requirements, please contact the Property Management Office.
- Once Property Management approves the authorization form, dock and central operations are notified, granting the vendor clearance to the areas listed under Clearance Information.

Name of Company / Person(s) to Be Admitted

- List each vendor needing access, be sure the date and time correlates with the vendors name listed i.e., (ABC 1/1/22 5:00pm, XYZ 1/2/22 6:00pm).
- Please include subcontractors if any
- Do not include visitors – tenant visitor request can be submitted through the Angus Service Portal.

Work Type to Be Performed

- Please be as descriptive as possible on the type of service being performed
- Smoker Detectors - if smoke detectors need taken out of scan
- Fire Alarm Testing - if fire alarm testing is required

Clearance Information

- Specify if you need clearance to the following areas:
 - Loading Dock - this allows the Dock Master to coordinate parking space for each vendor. The dock entrance is located on Court Place between 16th Street and 17th Street and the height restriction entering the loading dock is 12'8".
 - Service Elevators - deliveries requiring the use of dollies, hand trucks, are required to use the freight elevators (not reservable).
- Security Escort – Property Management needs 24-hour notice for this request