

Submitted By: _____

Date: _____



CityCenterDC

OFFICE BUILDINGS - SPECIAL ACCESS FORM

This form is designed to provide Property Management, Engineering and Security with the necessary information to accommodate your request to perform any type of work in the building after hours. Please fill out the form in its entirety and return to the Property Management Office (Suite 350) no later than **12 Noon** the day before access is required. **If any weekend work will require engineering or security staff onsite, this form must be submitted on Thursday.** This form will be reviewed by the appropriate Hines personnel, and you will be notified if the request cannot be approved. Forms can be faxed to (202) 585-1718. Please call our Property Management Office at (202) 585-1700 or email to confirm receipt if sent via Fax.

TENANT INFORMATION

Tenant: _____ Emergency Contact: _____ Number: _____

Contractor: _____ Supervisor on site: _____ Contact Number: _____

Subcontractor: _____ Supervisor on site: _____ Contact Number: _____

SCOPE OF WORK

Date(s) of access for work: _____ Start Time: _____

Floors where work will be performed: _____ End Time: _____

Nature of Work: Plumbing Electrical Mechanical Painting Millwork Furniture Move **Hot Work*** Other

Description:

Vendor Work Procedure involving the Use of Odor Producing Materials

In order to minimize an adverse impact to the building's Indoor Air Quality (IAQ) and/or tenant comfort, any vendor or contractor performing work that involves the use of adhesives, solvents, paints or other material that has the possibility of producing an odor must submit a written procedure to property management detailing the manner in which the work will be performed, specifically detailing the manner in which the adhesive, cleaner, solvent, paint, etc. will be used. All MSDS will be provided in advance of the work being scheduled. The written procedure and the MSDS will be reviewed by the Engineering Manager or his/her designee. All odor-producing work in tenant occupied areas will be performed afterhours and will require the review and approval of property management. An after-hours work request form will be required for all work scheduled after hours and must be filled out in its entirety, including all appropriate contact information and property management review.

***A valid permit must be attached for any hot work that is to be performed**

LOADING DOCK AND FREIGHT

Is use of the Loading Dock Required? _____

Is use of the Freight Elevator Required? _____

Freight hours needed: _____

NOTE: The loading dock is open M-F from 6AM to 7PM, and S-S from 8AM – 4PM. Reservations for all deliveries is required through the CityCenterDC Dockmaster Office, and recommended 48 hours in advance. Parking in the loading dock is not permitted.

HINES USE ONLY

Engineering

	Yes	No	N/A	Location
Exhausting Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impairment Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer Needed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permits/Plans Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDS Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering Approval:	_____			

Property Management

	Yes	No	N/A
Certificate of Insurance on file:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affected Tenants Notified:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Approval:	_____		

Comments: