

745 THURLOW WORK AUTHORIZATION FORM

TENANT VERSION

DATE FORM COMPLETED: _____
24 hours notice required

AREA TO BE ACCESSED: _____

EXACT LOCATION OF WORK: _____

TENANT CONTACT NAME & NUMBER: _____

SIGNATURE OF TENANT CONTACT: _____

The above signatory tenant hereby provides consent to the below noted contractor to enter their premises and perform the work described below.

AUTHORIZED QUADREAL SIGNATURE: _____

WORK TO BE PERFORMED (select only one box and provide detailed description of work below):

- move furniture items in/out, furniture relocation electrical/mechanical – new tenant improvement major/new construction
- repair & maintenance move *construction* materials in/out electrical/mechanical – existing tenant
- access to Riser Room (tel/data) cleaning Tyco / Security other

DESCRIPTION OF WORK TO BE DONE:

Is a Security Guard Required? Yes No (See item #4 below for details about when a Security Officer is required.)

Note: if you need to reserve the freight elevator, please contact Security at 604-604-682-5250 before completing the section below in order to confirm if the freight elevator is available when required. Also, please submit a separate Work Authorization Form for *each* contractor requiring access.

CONTRACTOR COMPANY: _____ OFFICE PHONE: _____
one form per contractor

ON-SITE EMPLOYEES: _____ ON-SITE CONTACT PHONE NUMBER: _____

DATE ACCESS REQUIRED: _____ START TIME: _____
24 hours notice required

COMPLETION DATE: _____ END TIME: _____

- This form must be returned 24 hours in advance to be processed properly. Forms should be emailed to service@quadrealconnect.com. Please *do not* deliver this form to the Security Desk in the lobby.
- Freight elevators must be booked 24 hours in advance for deliveries. Contact the Security Control Centre 604-682-5250.
- Elevator can only be booked before 07:30AM or after 6:00 PM, Monday through Friday or 24 hours on weekends. Construction materials to be delivered no later than 6:30AM.
- Deliveries (from 6:00 PM - 6:00 AM) through the loading dock will require a Security Officer to be hired to patrol the loading dock area. Security Officers must be booked 24 hours in advance.

Verified by QuadReal Security Shift Supervisor: