



# Building Access Form

## ONE Marina Park Drive

(Must be submitted to CBRE 72 Hours in Advance)

### ORIGIN OF REQUEST

Tenant
  Vendor / Contractor
  Management Office

Name:		Company / Affiliation:	
Date Received:		Work Phone:	Pager:
Time Received:	AM PM	Cell Phone:	Home Phone:

### PURPOSE

Company Name:	Person in charge:	No. of people expected:
Time IN	AM PM	Date IN
Time OUT	AM PM	Date OUT

Description of Activities

### FREIGHT ELEVATOR ACCESS

High Rise	YES NO	Operators Name:	Billable: Y or N	Billable to whom:	
Floors Accessed:					
Description of use:		Start Time:	AM PM	Finish Time:	AM PM
Low Rise	YES NO	Operators Name:	Billable: Y or N	Billable to whom:	
Floors Accessed:					
Description of use:		Start Time:	AM PM	Finish Time:	AM PM
Comments:					

### HVAC or Sprinkler

Company Name:	Authorized Signature:	\$ Rate / Hr.
Date ON	Time ON	AM PM
Date OFF	Time OFF	AM PM
Description of request:		
HVAC on Floors:		
Sprinkler on Floors:		

### DISTRIBUTION (circle appropriate)

SECURITY
  TENANT
  CB MANAGEMENT
  MAINTENANCE
  CLEANING

### CBRE ACCESS AUTHORIZATION

Signature: \_\_\_\_\_ Comment: \_\_\_\_\_

### SECURITY USE

Actual Time IN	<u>AM</u>	<u>PM</u>	Actual Time OUT	<u>AM</u>	<u>PM</u>
Comments:					

