

ACCESS REQUEST

EMAIL FORM TO: cfconnect@cadillacfairview.com



To be submitted for:

1) Any contractor work 2) General vendor or service provider access *3) Any small deliveries (one trip up).

***Freight elevator must be booked after hours for any large deliveries requiring more than one trip up.**

Minimum of 3 business days advanced notice required.

GENERAL INFORMATION

TENANT _____

TENANT CONTACT _____ TELEPHONE _____

DATE _____ CF PROJECT LEAD/CONTACT _____

ACCESS (CONTRACTOR)

SUMMARY _____

DATE/TIME CREATED _____

REQUESTED START DATE _____

REQUESTED START TIME _____

REQUESTED END DATE _____

REQUESTED END TIME _____

RECURRING END DATE _____

REQUESTED BY _____

TENANT NAME _____

LOCATION _____

FLOOR _____

CONTRACTOR COMPANY _____

CONTRACTOR CONTACT NAME _____

CONTRACTOR PHONE _____

CONTRACTOR EMAIL _____

SUB-CONTRACTOR COMPANY _____

SUB-CONTRACTOR CONTACT _____

SUB-CONTRACTOR PHONE _____

SUB-CONTRACTOR EMAIL _____

SCOPE OF WORK _____

CONTRACTOR/SERVICE PROVIDER INFORMATION

COMPANY _____

CONTACT NAME _____ TELEPHONE _____

CELULAR _____ EMAIL _____

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PROJECT INFORMATION

DATE OF WORK FROM _____ TO _____

TIME FRAME DAILY (INCLUDING WEEKENDS)/WEEKDAYS ONLY FROM _____ TO _____

SCOPE OF WORK (AS DETAILED AS POSSIBLE) _____

ACCESS REQUIRED ELECTRICAL ROOM MECHANICAL ROOM
OTHER (PLEASE SPECIFY) _____

FLOOR (S) _____

- All trades **MUST** be unionized.
- A comprehensive list of **ALL** trades, names of workers expected on site, and emergency contact numbers must be attached to this permit form.

APPLICANT ACKNOWLEDGEMENT

NAME _____ DATE _____

AUTHORIZING PERSON'S NAME _____

I, acknowledge that all the conditions associated with the current version of the property's Design & Construction Manual are being adhered to without condition or exception.