

# ACCESS REQUEST

EMAIL FORM TO: [cfconnect@cadillacfairview.com](mailto: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 \_\_\_\_\_

CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

# ACCESS REQUEST

EMAIL FORM TO: [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com)



## 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.