

BUILDING ACCESS PROCESS

Please follow the steps below for access to all CF Pacific Centre office and retail properties.

- 1 Submit request with info on WHO, WHAT, WHEN, WHERE, WHY to CFConnect@cadillacfairview.com
- 2 Standby for review (up to 48 hours)
- 3 Adjust request as required by Reviewer
- 4 Receipt of approval from CF Connect
- 5 Check in at Security office daily, prior to shift commencement
- 6 Check out at Security office daily at end of shift

WORK PERMIT PROCESS

An approved work permit is required for the following types of work: Fire System Bypass, Sprinkler System Disable, Water Shutdown, Electrical Shutdown, HVAC Shutdown, Scanning/X-Ray, Coring, Grinding, and Cutting.

- 1 Obtain form from www.pacificcentroffice.com
- 2 Fill out form completely (blank fields will delay processing of request)
- 3 Submit form to CFConnect@cadillacfairview.com
- 4 Standby for review (up to 48 hours)
- 5 Adjust scope/timing of work as required by Reviewer
- 6 Receipt of approval from CF Connect
- 7 Check in at Security office for scheduled work
- 8 Standby for building operator to be dispatched if required (Request ETA)
- 9 Complete scheduled work
- 10 Advise security of completion to restore system