



# FREIGHT ELEVATOR REQUISITION

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

**The freight elevator must be booked 72 hours in advance.**

## TENANT / AUTHORIZED TENANT REQUESTOR

TENANT \_\_\_\_\_

TENANT CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOOR(S) \_\_\_\_\_

DATE \_\_\_\_\_

## CONTRACTOR / SERVICE PROVIDER MAKING THE DELIVERY

COMPANY \_\_\_\_\_

ADDRESS\_ \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELLULAR \_\_\_\_\_ EMAIL \_\_\_\_\_

## ELEVATOR REQUEST DETAILS

DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

TIMES FROM \_\_\_\_\_ TO \_\_\_\_\_

**Additional Info: Required Permits Completed**

SCOPE OF WORK \_\_\_\_\_

- The freight elevator can only be booked by approved tenant key contacts and tenant authorized general contractors
- 24-hour notice required for all cancellations, otherwise full charges apply
- Freight elevator availability: Mon. – Fri. 6:00 p.m. to 7:00 a.m., Sat., Sun. & holidays any time
- Elevator charges: Cost of dedicated Security Guard (minimum 4 hour charge + HST +15% admin fee).
- Freight Elevator Dimensions: 102”(H) x 81”(W) x 65”(D)
- Access coordination required for deliveries is the tenant’s responsibility and cannot be coordinated on the day of the delivery

All Vendors, Contractors and Consultants (Third Parties) shall comply, at its expense, with Cadillac Fairview’s rules, regulations and requirements in connection with Covid-19, including, but not limited to, complying with CF’s vaccination policy (which currently requires that all Third Parties that visit the Property be fully vaccinated), and shall ensure that their personnel including subvendors, contractors and consultants comply with same. Within five (5) days’ of CF’s request, the Third Parties should provide CF with such information with respect to the Third Parties and their Personnel and or sub-vendors, contractors and consultants as is reasonably required by the CF so that it can satisfy itself that the Third Parties have complied with the foregoing.