



Tenant Work Authorization Form

Evergreen Building

DATE FORM COMPLETED: _____ *24 hours notice required*

AREA TO BE ACCESSED: _____

EXACT LOCATION OF WORK: _____

TENANT CONTACT NAME & NUMBER: _____

SIGNATURE OF TENANT CONTACT: _____

The above signatory tenant hereby provides consent to the below noted contractor to enter their premises and perform the work described below.

AUTHORIZED QUADREAL SIGNATURE: _____

WORK TO BE PERFORMED (select only one box and provide detailed description of work below):

move furniture items in/out, furniture relocation
 electrical/mechanical – new tenant improvement
 major/new construction
 repair & maintenance
 move *construction* materials in/out
 electrical/mechanical – existing tenant
 access to Riser Room (tel/data)
 cleaning
 Tyco / Security
 other

DESCRIPTION OF WORK TO BE DONE:

Is a Security Guard Required? Yes No (See item #4 below for details about when a Security Officer is required.)

Note: If you need to reserve the freight elevator, please contact QuadReal Connect at 1-877-977-2262 before completing the section below in order to confirm if the freight elevator is available when required. Also, please submit a separate Work Authorization Form for each contractor requiring access.

CONTRACTOR COMPANY: _____ OFFICE PHONE: _____

one form per contractor

ON-SITE EMPLOYEES: _____ ON-SITE CONTACT PHONE NUMBER: _____

DATE ACCESS REQUIRED: _____ START TIME: _____

24 hours notice required

COMPLETION DATE: _____ END TIME: _____

1. This form must be returned 24 hours in advance to be processed properly. Forms must be emailed to service@quadrealconnect.com.
2. Freight elevators must be booked 24 hours in advance for deliveries.
3. Elevator can only be booked before 07:30AM or after 6:00 PM, Monday through Friday or 24 hours on weekends. Construction materials to be delivered no later than 6:30AM.
4. Deliveries (from 6:00 PM - 6:00 AM) through the loading dock will require a Security Officer to be hired to patrol the loading dock area. Security Officers must be booked 24 hours in advance.

Verified by QuadReal Building Operator: