

Building Access Request Form



Suite 123, Western Canadian Place

Email: wcpsecurity@quadreal.com

Phone: 4032166620

Onsite Hours: 07:00 AM – 3:45 PM Monday – Friday

<http://westerncanadianplace.com>

Please email and/or provide a signed copy, from an authorized tenant contact, to the security office.

Company	Date	Contact Name	Phone #
			() -

Name Of User	Department	Type	Phone #
		<input type="checkbox"/> Permanent <input type="checkbox"/> Contract	() -

Fob or Card #	Effective Date	Expiry Date	Access Required

Time Code	Action
<input type="checkbox"/> 24/7 <input type="checkbox"/> Building Business Hours (6AM-6PM Monday – Friday, No Holidays) <input type="checkbox"/> Other	<input type="checkbox"/> Grant Access <input type="checkbox"/> Replace <input type="checkbox"/> Lost <input type="checkbox"/> Restrict Access <input type="checkbox"/> Terminate Access

Comments

If the access fob or card is not picked up within 30 days of request, a new request form must be submitted. Cardholder must present 1 form of government issue photo ID.

Cardholder Signature	Authorizing Signature