

Lincoln Wilshire
Electrical/Telephone Room Access Request

Telephone (310) 319-0100
Fax (310) 319-0105

Tenant Name: _____

Suite #: _____

Requested By: _____

Date of Notice: _____

Company doing electrical work: _____

Requested date & time access room needed: _____

As standard procedure, we require Proof of Insurance from the company doing your electrical work, which includes Douglas, Emmett 1997, LLC Lincoln Wilshire, and Douglas, Emmett and Company as additional insured for \$1,000,000. We will **not** permit any vendors in the electrical room without this Proof of Insurance on file. Upon receipt of this notice we will inform the building Engineer/Dayporter to provide access to your contractor at requested date and time.

Thank you very much.

Office of the Building use only:

Time & date received by Office of the Building: _____

Proof of Insurance received: _____

COMMENTS: _____
