

1201 Third Avenue

Security Pass-down Request Form

Prior to submitting this request form, please check availability of the freight elevator and loading dock on the following calendars:

Freight Elevator: [Freight Elevator Google Calendar](#)

Loading Dock: [Loading Dock Google Calendar](#)

The following information is needed in order to prepare a Security pass down for your work at 1201 Third Avenue. If you have any questions regarding the information requested please feel free to contact our office at 206-224-1201.

Tenant Information:	
Company Name	
Contact Name	
Contact Number (after-hours)	

Contractor/Vendor Information:	
Company Name	
On-Site Contact Name	
On-Site Contact Number	
Supervisor Contact Name	
Supervisor Contact Number	

Loading Dock Usage:				Freight Elevator Usage:			
Date				Date			
Time In:		Time Out:		Time In:		Time Out:	
# of Spaces Needed:				Floor/Suite #:			

Summary of Access:

Please include how contractors or vendors will be granted access to the space.

Summary of work to be done:

Please include a work schedule, and any special instructions to security (alarm systems, sensitive rooms, events, etc.)