

BADGE # ASSIGNED TO VENDOR: _____

**450 North Brand Boulevard,
Glendale, CA 91203**

ACCESS REQUEST FORM

ACCESS INFORMATION

Date of Access From: _____ To: _____
Time: Begin _____ AM/PM End _____ AM/PM

TENANT INFORMATION

Tenant Company _____ Tenant Representative _____
Tenant Phone () _____ - _____ Tenant After-Hour Phone () _____ - _____
Suite / Floor / Area to be accessed _____

Please Note: Tenant is responsible for granting suite access to vendors / contractors.

VENDOR INFORMATION

Vendor / Contractor _____ Contact Name _____ Phone () _____ - _____
Description of Activity / Contractor employee names _____

OTHER SERVICES

Will this work require Building assistance? YES / NO (circle one)
Describe request: _____
There may be a charge if above-standard service is requested, please check with building management.

ACCESS TO ELECTRICAL CLOSET	YES / NO (Circle one) Available Monday - Friday
ACCESS TO TELEPHONE CLOSET	YES / NO (Circle one) Available Monday - Friday
FRIEGHT RESERVATION	YES / NO (circle one) \$30/hour 4-hour minimum
LOADING DOCK ACCESS (20 minute loading)	YES / NO (circle one) Available Monday - Sunday

INSURANCE VERIFICATION

All vendors and contractors scheduled to perform any work for the building or within a Tenant suite are required to provide proof of insurance to Building Management prior to any work commencement. Approval of access forms is subject to confirmation of insurance compliance.

Certificate of insurance verified by **Management** YES / NO (Not required, no services are being performed)

_____/_____
Building Management Authorization /Date

_____/_____
Tenant Authorization / Date

All requests must be received by 4:00PM on the preceding business day. Please fax the completed form to Building Management at (818) 553-6799, or deliver to 400 N. Brand Blvd., Suite 160. For additional information, please call (818) 553-6724.