

Date: _____

1015 Half Street
NON-CONSTRUCTION SPECIAL ACCESS FORM

This form is designated to provide Property Management and Security with the necessary information to accommodate your request to gain special access to the building. Please fill out the form in its entirety and return it to the Property Management Office (Suite 105) no later than 4:00 PM the day before access is required. This form will be reviewed by the appropriate Hines personnel, and you will be notified if any adjustments need to be made. Forms can be e-mailed to Emily.Gursky@hines.com.

TENANT INFORMATION

Tenant: _____

Emergency Contact: _____

Contact Number: _____

Contractor: _____

Supervisor on site: _____

Contact Number: _____

Sub-Contractor: _____

Supervisor on site: _____

Contact Number: _____

SCOPE OF SERVICES

Date(s) of access: _____	Yes	No
Floor(s) where access is required: _____	Is a key required for access? <input type="checkbox"/>	<input type="checkbox"/>
Time of Access: _____	Has tenant provided key? <input type="checkbox"/>	<input type="checkbox"/>

(Tenant must provide key and/or Kastle card for security)

Reason for request: Moving Delivery Service / Repair Other: _____

Description:

LOADING DOCK AND FREIGHT

Is use of the Loading Dock required? _____
Time of arrival to the dock: from _____ am/pm to _____ am/pm
Is use of the Freight Elevator Required? _____
Freight hours needed: _____ am/pm to _____ am/pm

HINES USE ONLY

Engineering	Yes	No	Location
Exhausting Required:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impairment Status:	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer Needed:	<input type="checkbox"/>	<input type="checkbox"/>	

Property Management	Yes	No
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>
Security Notified	<input type="checkbox"/>	<input type="checkbox"/>
Kastle Notified (door props):	<input type="checkbox"/>	<input type="checkbox"/>

Engineering Approval: _____

Management Approval: _____

Comments: