

THE COURTYARD

200-300 CORPORATE POINTE

BUILDING ACCESS REQUEST

Requests must be submitted by 3:00 P.M., on a business day **PRIOR** to date of request.

*Please note time restrictions for all tenant move-ins, move-outs, and large deliveries:
Monday – Friday, before 8:00 A.M. or after 6:00 P.M. or Saturday and Sunday, All Day.*

ALL CONTRACTORS/VENDORS MUST CHECK IN WITH SECURITY AT THE LOBBY LEVEL UPON ARRIVAL & PRIOR TO PERFORMING WORK IN THE BUILDING.

Today's Date:

Access for: Individual (Visitor, Employee) Vendor/Contractor

TENANT INFORMATION

Company Name:		Suite No.	
Contact Person Name/Email:		Phone No.	

CONTRACTOR/VENDOR/INDIVIDUAL INFORMATION

Company Name:			
Contact Person Name/Email:		Phone No.	

Start Date:		Start Time:	
End Date:		End Time:	
Description of work or Requested Access:			

Signature of Authorized Tenant/Date

CONTRACTOR/VENDOR

Certificate of Insurance Submitted? Yes <input type="checkbox"/>	Endorsement correct? Yes <input type="checkbox"/>
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OTHER ARRANGEMENTS:

Key Access:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Keys to be provided by:	<input type="checkbox"/> TENANT	<input type="checkbox"/> BUILDING MANAGEMENT
Comments:		

Place Building FLS System on "Test": YES NO

Comments:	
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Special Duty Security Guard: YES NO

Comments:	
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Freight Elevator: YES NO

Comments:	
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Loading Zone: YES NO

Comments:	
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