

1670 Broadway Denver, CO 80202
Office: (303) 832-1246
Fax: (303) 831-0263

REQUEST FOR ACCESS

Nature of Request: _____

Type of access/Date(s)/Time(s) requested: Business Hours _____ After Hours _____

Date(s) From: _____ / _____ / _____ Time(s) From: _____ To: _____

Areas to be accessed (Suite(s)/Floor(s)/Area): _____

Other Access Electrical Closet _____ Telephone Closet _____ Janitor's Closet _____

Mechanical Flr/Rms _____ Freight Elevator* _____ Loading Dock _____

Other: _____

Requesting Fire System offline? Yes _____ No _____ if yes, what floor(s)? _____

Fire System Testing? Yes _____ No _____ if yes, when? Date _____ / _____ / _____

Access Requested By: Company Name: _____

Person requesting: _____ Phone # _____

Access requested for: Company Name: _____

On Site Supervisor's Name: _____

On Site Supervisor's Contact #: _____ Number of Individuals: _____

** Loading Dock open Monday – Friday (6 am-6 pm) on a first come, first serve basis (20 minute limit). Please contact the management office to reserve dock space and/or the freight elevator.*

Internal Use Only Date rec'd _____ Approved By: _____

Conditions/Restrictions: _____