

Date: _____



Columbia Square
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 after regular business hours. Please fill out the form in its entirety and return it to the Property Management Office (Suite 420 West) no later than **12 Noon** the day before access is required. This form will be reviewed by the appropriate Hines personnel, and you will be notified if the request cannot be approved. Forms can be sent to ColumbiaSquareManagement@hines.com. Please call the Property Management Office at (202) 383-8888 or email us to confirm receipt.

TENANT INFORMATION

Tenant: _____

Emergency Contact: _____

Contact Number: _____

Contractor: _____

Supervisor on site: _____

Contact Number: _____

SubContractor: _____

Supervisor on site: _____

Contact Number: _____

SCOPE OF SERVICES

Date(s) of access: _____

Yes No
Is a key required for access?

Floor(s) where access is required: _____

Has tenant provided key?

Time of Access: _____

(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? _____ If yes, please specify East and/or West Freight.

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"/>	
Engineering Approval:	_____		

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"/>
Management Approval:	_____	