

Date: _____



Columbia Square

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: _____ Number: _____

Contractor: _____ Supervisor on site: _____ Number: _____

Subcontractor: _____ Supervisor on site: _____ Number: _____

ACCESS INFORMATION

Access Date: _____ Floors/Area: _____ Time: _____ to _____

Reason for Request: Plumbing Mechanical Electrical Painting Delivery of Material
 Millwork Painting Sprinkler Hot Work* Other

* A Hot Work Submission Form MUST be submitted with requested documentation for ANY hot work that is to be performed.

Additional Information

LOADING DOCK AND FREIGHT

Loading Dock required? Yes No Approximate Time of use: _____ 8am _____ to _____

Freight Elevator(s) Required? Yes No Approximate Time of use: _____ 8am _____ to _____

*Please specify East and/or West Freight

Please note: The loading dock is open M-F from 6am to 7pm on a first come, first served basis. Deliveries that will require more than 20 minutes in the loading dock need to be scheduled for after 3:00 pm on weekdays. Parking in the loading dock is not permitted.

HINES USE ONLY

Engineering
Exhausting Required: Yes No N/A
Impairment Status: Yes No N/A
Engineer Needed: Yes No N/A
Permits/Plans Reviewed: Yes No N/A
Billable: Yes No N/A

Property Management
Parking Approved: Yes No N/A
Security Notified: Yes No N/A
Affected Tenants Notified: Yes No N/A
Certificate of Insurance on file: Yes No N/A
Billable Security: Yes No N/A

Engineering Approval: _____

Management Approval: _____