**Contractor Building Access Form**

Please make sure that all information is filled out correctly and submitted to the management office email NO LESS THAN 48 HOURS IN ADVANCE: blpfrontdesk@transwestern.com

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| **Check One** |
| [ ]  One BriarLake Plaza  | [ ]  Two BriarLake Plaza |

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| **Tenant Name:** | Click to enter text. | **Suite:** | Click to enter text. |
| **Contractor Name:** | Click to enter text. | **Phone Number:** | Click to enter text. |
| **Superintendent:** | Click to enter text. | **Phone Number:** | Click to enter text. |
| **Tenant Contact Name:** | Click to enter text. | **Phone Number:** | Click to enter text. |

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| **Location of the Work:** | Click to enter text. |
| **Description (Brief) of the Work:** | Click to enter text. |
| **Will This Affect Building Systems?** | Choose an item. |
| **Will This Affect Tenants?** | Choose an item. |
| **Does the Vendor Have a Compliant COI on File with the Building?** | Choose an item. |

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| **Contractor and/or Subcontractor(s) Working Onsite:** | Click to enter text. |
| **Start Date:** | Enter date. |
| **End Date:** | Enter date. |
| **Start Time:** | Click to enter text. |
| **End Time:** | Click to enter text. |

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| **Freight Elevator Use For Deliveries:** | Contractor/Subcontractor Name |
| **Date(s) of Freight Elevator Use** |
| **Start Date:** | Enter date. |
| **End Date:** | Enter date. |
| **Time Period of Freight Use** |
| **Start Time:** | Click to enter text. |
| **End Time:** | Click to enter text. |

\*Deliveries requiring more than 2 freight elevator trips will need to be scheduled after-hours (after 6pm)

**Rules and Regulations**

1. **Building Access**
2. Inform Management of any deliveries or contractor access 48-72 hours in advance. Deliveries and contractors will not be permitted through the dock without Management permission.
3. Any and all access during normal business hours must be approved and coordinated through the Management office. **No Exceptions.**
4. All workers shall use the loading dock entrance located off Del Monte street where Security will request a photo ID and take down worker’s information.
5. Identification must be valid, and a state issued ID from either the United States or Mexico.
6. If needed, all delivery trucks will require their own lift gate.
7. If dock is closed, contractors will be expected to sign in at the security console in the building lobby.
8. Loading dock parking is for delivery of materials and equipment only (no handheld items). Upon completion of any delivery, all vehicles must be removed and parked off premises. Automobile insurance is required for any vehicle entering the loading dock.
9. Deliveries and access that do not meet auto insurance requirements have the option of street parking on Del Monte, West of City West.
10. No trash is to be disposed of or left on the dock. Anything left on the dock may be moved or disposed of without notice and tenant/vendor will be charged any associated fees charged to Management for removal.
11. Port-O-Cans and Dumpster placement for construction needs to be coordinated with Management.
12. **Freight Elevator Access**
13. All construction materials, tools and trash are to be transferred to and from the work area via the freight elevators.
14. Vendors and contractors on-site must use the freight elevators exclusively and should not use the passenger elevators for any reason.
15. Propping open freight elevator doors is prohibited.
16. No pallet jacks will be used to transport deliveries to tenant space without expressed written consent from Management in advance of the delivery. Pallets should be unloaded in the loading dock and deliveries transported via dolly. Pallets will need to be removed from the property and not left behind. Pallets left behind may be disposed of by Management and tenant/vendor will be charged any associated fees charged to Management for removal.
17. Use of the freight elevators during normal business hours will be on a first come, first served basis.
18. Management will furnish an approved freight operator for all after-hours operations as necessary, and the cost will be billed back to the Tenant/Contractor.