

WORK PERMIT REQUEST

TENANT INFORMATION

Company: _____ Date: _____
 Contact Number: _____ Tenant Contact Name: _____
 Contact Email: _____

WORK DATES AND TIMES

Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
 Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
 Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

WORK TO BE PERFORMED

Plumbing	Repair/Maintenance/Painting	Move Furniture Items In/Out, Furniture Relocation	Cleaning
Access to Electrical Room	Fire Protection/Sprinkler	Construction (Misc.)	Security
EH Hot Work	Communications	Electrical/Mechanical	Other

DESCRIPTION OF WORK TO BE DONE AND LOCATION OF WORK: _____

CONTRACTOR/TENANT NEEDS

Contractor Company: _____		Office Number: _____
Contractor's On-Site Employees: _____		On-Site Contact Number: _____
Security to provide suite access?	Yes No	Start Time: _____ End Time: _____
Security supervision required?	Yes No	Start Time: _____ End Time: _____
Service/Freight elevator required?	Yes No	Start Time: _____ End Time: _____
(Available: Mon-Fri before 7am, 8:30am to 11:30am, 1:30pm - 3:30pm, 24hrs Sat, Sun & Holidays, 20 min. limit 6:00am-6:00pm)		
After hours HVAC required?	Yes No	Start Time: _____ End Time: _____
After hours lighting required?	Yes No	Start Time: _____ End Time: _____
Smoke by-pass required?	Yes No	Start Time: _____ End Time: _____
(Qualified fire watch personnel required)		
Sprinkler impairment required?	Yes No	Start Time: _____ End Time: _____
(Qualified fire watch personnel required)		
Other?	Yes No	Start Time: _____ End Time: _____

NOTES:

Security personnel required to provide access (tenant representative is unavailable)
 Security supervision will be provided at the rate of **\$35/hr (min. 4 hours) plus a 15% administration fee.** Holidays and overtime charges may apply.
 After hours HVAC will be provided upon request at the rate of **\$75/hr plus a 15% administration fee.**

Authorized by: _____
(Management Signature)

Date: _____

Tenant/Contractor Signature: _____

1075 West Georgia - FREIGHT ELEVATOR CAPACITIES

	DOORS (W x H)	ELEVATOR DIMENSIONS (W x D x H)	WEIGHT LIMIT
Low-Rise Freight	84" x 42"	79" x 62" x 120"	1,590 kg
High-Rise Freight	84" x 42"	79" x 62" x 120"	1,590 kg

Please submit Work Permit Request to: service.centre@colliers.com
 and please cc: kelly.moore@colliers.com