

WORK PERMIT REQUEST				
<b>TENANT INFORMATION</b>		Date: _____		
Company: _____		Tenant Contact Name: _____		
Contact Number: _____		Contact Email: _____		
<b>WORK DATES AND TIMES</b>				
Start Date: _____		End Date: _____		Start Time: _____ End Time: _____
Start Date: _____		End Date: _____		Start Time: _____ End Time: _____
Start Date: _____		End Date: _____		Start Time: _____ End Time: _____
<b>WORK TO BE PERFORMED</b>				
Plumbing		Repair/Maintenance/Painting		Move Furniture Items In/Out, Furniture Relocation
Access to Electrical Room		Fire Protection/Sprinkler		Construction (Misc.)
EH Hot Work		Communications		Electrical/Mechanical
<b>DESCRIPTION OF WORK TO BE DONE AND LOCATION OF WORK:</b> _____ _____ _____				
<b>CONTRACTOR/TENANT NEEDS</b>				
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? (Qualified fire watch personnel required)		Yes	No	Start Time: _____ End Time: _____
Sprinkler impairment required? (Qualified fire watch personnel required)		Yes	No	Start Time: _____ End Time: _____
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 <b>\$35/hr (min. 4 hours) plus a 15% administration fee.</b> Holidays and overtime charges may apply. After hours HVAC will be provided upon request at the rate of <b>\$75/hr plus a 15% administration fee.</b>				
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](mailto:service.centre@colliers.com)  
and please cc: [olivia.ghesquiere@colliers.com](mailto:olivia.ghesquiere@colliers.com)