

the olive.

Building Access Request

Please submit all Building Access Requests to the Management or email eruelas@olivehillgroup.com Requests must be submitted by 3:00 P.M., on a business day **PRIOR** to date of request.

Please note time restrictions for all tenant move-ins, move-outs, and large deliveries:

Monday – Friday, before 7:00 A.M. or after 6:00 P.M. or Saturday before 9 A.M. or after 1:00 P.M.

ALL CONTRACTORS/VENDORS MUST CHECK IN WITH SECURITY AT THE LOBBY LEVEL UPON ARRIVAL & PRIOR TO PERFORMING WORK IN THE BUILDING.

Today's Date:

Access for: Individual (Visitor, Employee)

Vendor/Contractor

TENANT INFORMATION

Company Name:		Suite No.	
Contact Person Name/Email:		Phone No.	

CONTRACTOR/VENDOR/INDIVIDUAL INFORMATION

Company Name:		Phone No.	
Contact Person Name:		Email:	

Start Date:		Start Time:	
End Date:		End Time:	
Description of work or Requested Access:			

CONTRACTOR/VENDOR ONLY

Certificate of Insurance Submitted? Yes <input type="checkbox"/>	Endorsement correct? Yes <input type="checkbox"/>
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OTHER ARRANGEMENTS:

Key Access:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Keys to be provided by:	<input type="checkbox"/> TENANT	<input type="checkbox"/> BUILDING MANAGEMENT
Comments:		

Place Building FLS System on "Test":	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		

Special Duty Security Guard:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		

Freight Elevator:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		

Loading Dock:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		

Signature of Authorized Tenant/Date



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theolive631.com



Managed by Olive Hill Group