

Submitted By: _____
 Date: _____

Approved By: _____
 Date: _____



OFFICE BUILDINGS - SPECIAL ACCESS FORM

This form is designed to provide Property Management, Engineering, and Security with the necessary information to accommodate your request to perform any type of work in the building. Please fill out the form in its entirety and **submit by email, no later than two (2) business days before access is required** especially if work will require engineering or security staff onsite. Contractors shall be solely liable for any damage or loss of property. If weekend work requires building staff to be onsite, this form must be submitted on Thursday. **No loud noises, odor producing work, or large deliveries can take place during working hours.** All deliveries taking over 30 minutes are considered large deliveries. Working hours are from 8am to 6pm weekdays. This form will be reviewed by the appropriate Hines personnel, and you will be notified if the request cannot be approved. *Send all forms via email to Gina.Dobbs@hines.com for review and approval, and copy Michael.LaBarbera@hines.com and Shayne.Waldner@hines.com.*

TENANT INFORMATION

Tenant: _____ Emergency Contact: _____ Contact #: _____
 Contractor: _____ Supervisor onsite: _____ Contact #: _____ Access Card: _____
 Subcontractor: _____ Supervisor onsite: _____ Contact #: _____ Access Card: _____

SCOPE OF WORK

Date(s) of access for work: _____ Start Time: _____
 Floors where work will be performed: _____ End Time: _____
 **Products Used and Corresponding (M)SDS: _____

Nature of Work: Plumbing Electrical Mechanical Painting Telcom/A/V Furniture Move **Hot Work*** Delivery Other

Description:

**Vendor Work Procedure Involving the Use of Odor Producing Materials:* In order to minimize an adverse impact to the building's Indoor Air Quality (IAQ) and/or tenant comfort, any vendor or contractor performing work that involves the use of adhesives, solvents, paints or other material that has the possibility of producing an odor must submit a written procedure to property management detailing the manner in which the work will be performed, specifically detailing the manner in which the adhesive, cleaner, solvent, paint, etc. will be used. All MSDS will be provided in advance of the work being scheduled. The written procedure and the MSDS will be reviewed by the Engineering Manager or his/her designee. All odor-producing work in tenant occupied areas will be performed afterhours and will require the review and approval of property management. An after-hours work request form will be required for all work scheduled after hours and must be filled out in its entirety, including all appropriate contact information and property management review.

****All products (solvents, solutes, cleaners, etc.) to be brought onto the Property and Used will need a Materials Safety Data Sheet (MSDS) attached to this Special Access Form (SAF) prior to approval and must accompany the worker(s) during their work.**

NOTE: The loading dock is available 24/7 and is the only entrance/exit to be used by contractors. All large deliveries on weekdays must be completed before 8am or start after 6pm. **After-hours** be dispatched to provide access. Loading dock use is not approved until an email confirmation is sent and received. **Parking in the loading dock is not permitted.**

Engineering

	Yes	No	N/A	Location
Exhausting Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Impairment Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineer Needed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permits/Plans Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDS Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering Approval:	_____		Date: _____	

Property Management

	Yes	No	N/A
Certificate of Insurance on file:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affected Tenants Notified:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Approval:	_____		Date: _____

Comments: