

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](mailto:Gina.Dobbs@hines.com) for review and approval, and copy [Katharine.Goodwin@hines.com](mailto:Katharine.Goodwin@hines.com) and [Shayne.Waldner@hines.com](mailto: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: \_\_\_\_\_

Hazardous Material Used? (MSDS Required): \_\_\_\_\_

Nature of Work: Plumbing Electrical Mechanical Painting Millwork 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.

#### LOADING DOCK AND FREIGHT

Is use of the Loading Dock Required? \_\_\_  
Is use of the Freight Elevator Required? \_\_\_  
Freight hours needed: \_\_\_\_\_

*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 deliveries will call the number posted outside the loading dock (703-559-3692) and security will 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.*

#### HINES USE ONLY

##### 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: