

55

SECOND STREET

CONTRACTOR ACCESS FORM (1)

To gain building access, after hours access, access to secured areas or general building assistance, please complete this form. **Certificates of Insurance are required for all vendors working in the building.** For COI requirements, reach out to the Building Management Office.

It is the responsibility of the contractor to ensure this form is accurately completed and subsequently approved by the Building Management Office. 55 Second Street is not responsible for notifying contractors or visitors that have submitted incomplete forms for approval. ****Please Note: Both forms need to be turned in 48 hours in advance for property management approval****

TENANT/PROJECT:	<input type="text"/>	ACCESS DATE(S):	<input type="text"/>
SUITE:	<input type="text"/>	ACCESS TIME(S):	<input type="text"/>
GENERAL CONTRACTOR:	<input type="text"/>		
VENDOR CONTACT:	<input type="text"/>	PHONE / CELL:	<input type="text"/>
TENANT CONTACT:	<input type="text"/>	PHONE / CELL:	<input type="text"/>
ON-SITE FOREMAN/DRIVER/SUPERVISOR'S NAME (REQUIRED FOR ADMITTANCE)			
<input type="text"/>			
SUBCONTRACTORS:			
<input type="text"/>			
CONTACT NAME(S):			
<input type="text"/>			
DESCRIPTION OF WORK:			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

HAUL OFF REQUESTED: **Date/Time:** _____ **Details:** _____

Please Note: Haul offs are scheduled between 11pm & 5am

BUILDING ENGINEER'S ASSISTANCE:

- Sprinkler Drain/Refill
- Information
- Escort / Field Survey
- Technical
- Enable/Disable Life Safety

BUILDING MANAGEMENT SERVICES:

- Loading Dock
- Freight Elevator
- Additional Security
- HVAC

I understand the above request(s) for Building Engineering assistance and/or Building Management services are billable to my company. By signing below, I acknowledge this understanding and authorize Paramount Group Inc. to bill the Tenant/General Contractor as listed herein. Owing to the broad cost of services, please inquire at the time of request for more specific information on the cost of any service(s) requested.

Tenant/Contractor's Acceptance: _____ Date: _____

Building Management Approval: _____ Date: _____



Access Request Form (2) Contractors Onsite

Please include the name of all workers planning to enter the building.
This is required for access to the building.
(COVID-19 Construction Guideline)

If additional forms are needed please call the Property Management Office 415-777-5520
or email jhillman@pgre.com.

Jobsite:
Floor:
Date:

	Date	Company	Employee Name	Dates Onsite
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The employees listed are scheduled to work at 55 2nd Street.

GC Supervisor Approval: _____ Date: _____

55 2nd Engineering Approval: _____ Date: _____

55 2nd Property Management Approval: _____ Date: _____