



3535 Market Street Suite 1200 Philadelphia, PA 19104
 Phone: 215.387.5502 Fax: 215.387.5508

Date: _____

Tenant Name: _____

Tenant Suite # and Dept. Name: _____

Tenant Daytime Phone #: _____

Tenant After-Hours Phone #: _____

Contractor/Vendor Company Name: _____

Contractor/Vendor Contact: _____

Contractor/Vendor Cell Phone #: _____

Nature of Work:

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BUILDING SERVICES REQUIRED – CHECK ALL THAT APPLY

PLEASE NOTE:

Loading dock hours are from 7:30 a.m.- 3:30 p.m. Monday - Friday.
 Building operation hours are 8:00 a.m. - 5:00 p.m. Monday - Friday
 There is a service charge for Building Engineers (\$74.00/hr., Regular Time and \$93.00/hr., Overtime) and Security Personnel (\$32.40/hr.) for after hour moves and work – (4 hour minimum may apply and prices subject to change).

- Access to Building and Tenant Suite (Security Officer or Bldg. Engineer may be required)
- Access to other Tenant Space (Security Officer or Bldg. Engineer may be required)
- Use of Loading Dock/Freight Elevator during Normal Hours (Normal Loading Dock hours are 7:30 a.m. - 3:30 p.m. Monday – Friday – ½ hour time allotted only)
- Use of Loading Dock/Freight Elevator After Hours – (3:30 p.m. - 7:00 a.m. Monday - Friday. All weekend hours are considered “After Hours”. Prevailing charges for Bldg. Engineer or Security Personnel will apply.)
- Shut down of building services: fire alarm; water; electrical; other _____ (Bldg. Engineer may be required)
- Sprinkler System: Valve Drain Inspection (Bldg. Engineer may be required)

ALL CONTRACTORS/VENDORS MUST HAVE A CERTIFICATE OF INSURANCE ON FILE IN THE MANAGEMENT OFFICE AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORK.

| Number of workers | Start Date | Finish Date | Start Time | Finish Time |
|-------------------|------------|-------------|------------|-------------|
| | | | | |

Contractor/Vendor Signature: _____ Date: _____

To be completed by Lincoln Harris CSG:

Insurance Certificate on file _____ Management’s Approval _____ Date: _____

Completed form should be submitted to the Management Office at least 48 hours prior to the requested work. By submission of this form, the Contractor agrees to conform to Building Rules.

FORM IS FOR ADMINISTRATIVE PURPOSES ONLY. LANDLORD ASSUMES NO RESPONSIBILITY.