



## Construction Access Contractor Request Form

By signing this form, General Contractor is authorizing Building Owner to grant subcontractor access and accepts full responsibility for subcontractor's actions while on the Premises. Forms shall be submitted no less than 24 hours in advance to The Office of the Building, Suite 100, or emailed to [thetower@worthe.com](mailto:thetower@worthe.com) or [Montserratc@worthe.com](mailto:Montserratc@worthe.com). For questions, call (818)955-7200. Thank you.

**WORK DATE(S):** \_\_\_\_\_

Job Name: \_\_\_\_\_

Requestor :

\_\_\_\_\_

Print Name

Sign Name

Date

Tenant Approval: \_\_\_\_\_

Contractor Info

Company Name: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Authorized

Personnel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Site Contact:

\_\_\_\_\_

Name

Title

Phone Number

Access Needs (check all that apply)

Contractor access is restricted to service entrance/elevator only. No passage will be granted through main lobby or passenger elevators.

Floor(s): \_\_\_\_\_

*Loading Dock is for 20-minute loading only. Violators will be towed.*

Loading: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Special

Requests/Info:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Management Approval**

_____	_____	_____
Print Name	Sign Name	Date