



## 121 WEST TRADE

# EMERGENCY BUILDING ACCESS 24 HOUR SERVICE PROVIDERS

This form is to be used when emergency service repairs need to be performed.

Any space(s) needing after hours access by a contractor for emergency repairs will need to be granted access by one of the following:

- A tenant representative who has current building access to escort the service provider to the area.
- A tenant's service provider who has been authorized by the tenant to work in the space after hours. The service provider's information has been provided on the pre-approved entry list and submitted to the Property Management team. In order to provide a record of the visit, the "Service Provider Information" section of this document must be completed below.
- A phone call placed to the Security console (704-332-1863 or 704-239-3207) by the tenant representative with current building access. This will need to be verified to the Building Access Directory before the access will be granted to the service provider. In this situation, the following information must be completed below.

Service Provider Information				
Date/Time	Floor	Tenant Name	Equipment being Serviced	Name of Company/Technician

How was service company contacted?	Equipment paged?	Tenant called?	Building Engineer called for notification purposes?
Comments:			

Tenant Representative Information				
Date/Time	Floor	Tenant Representative	Number at which Tenant Rep can be reached	Security Officer who verified access

***This information must be submitted to the Property Management Office  
the following business day.***