Property Management Office Phone: 704~943~5320 Engineering Phone: 704~943~5324 Security Phone: 704~375-0186
E-Mail Form To: jason.cagle@gkk.com or susan.beeker@gkk.com

525 North Tryon Building Daily Access Form

This form is to be filled out **24 hours** in advance of any requested work efforts within the **525 North Tryon Building**. All daily access forms must be submitted no later than **2:00 PM** on the business day prior to the requested access date and time and **2:00 PM on Thursday prior to any activity scheduled Friday – Monday**, including building structured holidays. All forms must be legible and filled out in their entirety before further form processing will be considered. Any forms not meeting these standards will be discarded and access will be denied. If during the course of the work effort the scope changes or extends beyond what is reflected on the **approved** access form, engineering must be notified before work continues and non approved deviations may result in work being stopped.

Contractors/Vendors Access Requestor Information		Tenant/Client/Project Manager Information	
Work Date Start _____ End _____		**Floors/Areas Access Requested**	
Work Window Start _____ End _____			
Company Name		**Tenant/Client Name**	
Contact Person		**Contact Person**	
Phone Number		**Phone Number**	
Emergency Number		**Emergency Number**	

Detailed Description of Work or Reason for Requested Access

Is a **CEWA** Required? **Yes** ☐ **No** ☐

CEWA #

Project Name

Contractors/Vendors Access Requestors MUST Answer YES or NO to the following questions		
Will any "Hot-Work" be performed (i.e. welding, soldering, pipe sweating, use of heat guns, etc…)?	**Yes** ☐	**No** ☐
Will any "Sprinkler System" relocation, testing, modifications, or sprinkler system construction work efforts take place?	**Yes** ☐	**No** ☐
Will any "Fire Alarm Control System" device relocations, testing, modifications, or general system work efforts take place?	**Yes** ☐	**No** ☐
Will any core drilling, hammer drilling, sanding, spray applications (i.e. painting, Zolatone, insulate on etc…) work efforts take place?	**Yes** ☐	**No** ☐
Will any power sweeping, pressure washing, hard surface grinding, blowing, shop vacuuming, steam cleaning, heavy common area dusting, construction cleaning including heavy dusting and sweeping be performed?	**Yes** ☐	**No** ☐
Will any mechanical work efforts take place that include, the removal or handling of pressurized gases (i.e. refrigerant recovery), filter replacements, fluid draining, pneumatic work, restaurant hood maintenance, etc…?	**Yes** ☐	**No** ☐
Will any work take place that includes the additions of walls, doors, ceiling tile, installation of floor coverings, relocation of moveable walls, or relocation of office cubes in close proximity to any fixed fire alarm system notification devices?	**Yes** ☐	**No** ☐
Will any electrical work including energizing of new circuits or equipment, breakers/panels, rough ins, tie ins, under raised floors, above ceiling, generator maintenance (i.e. load banking, maintenance runs), battery or battery string maintenance, shuffling of high energy electrical loads (i.e. UPS, PDU, Power Wrap, Power Tie Operations) take place?	**Yes** ☐	**No** ☐
Is there any engineered drawings stamped, approved, and permitted? No electrical work including demolition, and/or installations shall take place without building approval of drawings/load studies/updated panel schedules, etc…	**Yes** ☐	**No** ☐
Will any chemicals be used? (i.e.) solvents, glues, cleaners, lubricants, fuels, paints, stains, refrigerants, compounds, etc… Contractor/Vendor must provide MSDS sheets if requested prior to access form approval.	**Yes** ☐	**No** ☐

Shaded section below is to be checked off by Gramercy Realty personnel only.

FACP DEACTIVATION REQUIRED? **Yes** ☐ **No** ☐

FIRE WATCH REQUIRED? **Yes** ☐ **No** ☐

FACP LOG SHEET REQUIRED? **Yes** ☐ **No** ☐

PRE/POST INSPECTION REQUIRED? **Yes** ☐ **No** ☐

HOT WORK PERMIT REQUIRED? **Yes** ☐ **No** ☐

MSDS SHEETS REQUIRED? **Yes** ☐ **No** ☐

SMP REQUIRED? **Yes** ☐ **No** ☐

SMP - CT10501046 SMP 3.1

FACP W/O Tracking Number

525-

Approval Team Signatures Below (Gramercy Realty Use Only)

FACP Deactivation Required Stamp

Property Management	Signature	Date
Engineering	Signature	Date
Security	Signature	Date

Floors/Zones to Be Disabled

Floors →									
Zones →									

If you are a General Contractor or Supervising Contractor that will utilize more than one individual for project supervision over an extended period of time or shift changes, their information **must** be added in the spaces below.

Work Date: **Work Window:**

Supervising GC/Contractor [**Shift 1]**	Office Phone Number	Pager/Nextel	Cell Phone Number
Supervising GC/Contractor [**Shift 2]**	Office Phone Number	Pager/Nextel	Cell Phone Number

Vendor/Sub-Contractor Participants List

Add names, numbers, emergency contact numbers (i.e.) Nextel/Pager numbers to the list below as a **replacement** for generating (**1**) access document per vendor or sub-contractor. This will pertain to projects and construction that involves more than (**1**) participant. It is of the absolute importance that the access form document be filled out in full to include work scope and description per Vendor/Sub-Contractor.

Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			