



DENVER CITY CENTER
BUILDING & DOCK ACCESS REQUEST FORM
Temporary Access Permit Only

TENANT NAME: _____

Primary Contact: _____ Mobile Number: (____) _____
(Must be reachable during access period)

ACCESS REQUEST FOR: _____ [] Vendor [] Contractor [] Employee
(List Name Here)

Access Location: Building: _____ Suite/Floor: _____
Date(s): _____ Start Time: _____ End Time: _____

Activity (provide a brief description of the activity or the work being performed for temporary access):

Is the Freight Elevator Needed: [] Yes [] No
Is Dock Access Needed: [] Yes [] No (If yes, complete vehicle information below)

Table with 4 columns: Vehicle Type, Vehicle Height, Vehicle Length, Will vehicle exceed maximum 30-minute unload/load policy? (Yes/No)

IMPORTANT: MAXIMUM VEHICLE DOCK CLEARANCE IS 12'9" HIGH AND 26' LONG (total vehicle length). All vehicles entering the dock are subject to search and must not be any larger than the max dimensions listed above.

GENERAL CONTRACTORS:
Will the above activity require the Fire Alarm System to be off-line? [] Yes [] No
If yes, confirm the following: Date: _____ Start Time: _____ End Time: _____

CERTIFICATE OF INSURANCE (COI):
It is the responsibility of the Tenant/Contractor to ensure that the management office has a current and complete COI on file for the above Vendor/Contractor prior to access and work being performed.
Is a COI on file with the management office for vendor/contractor listed above? [] Yes [] No
If no, contact the management office for Coverage Limits, Certificate Holder and Additional Insured requirements.

Print Name (person submitting request) Company Signature Date

RETURN THIS FORM 24 HOURS PRIOR TO ACCESS: SHORENSTEIN MANAGEMENT OFFICE AT 707 17TH STREET, SUITE 2150 OR FAX TO 303-295-0660.
IF YOU HAVE QUESTIONS ABOUT THIS FORM OR BUILDING ACCESS, PLEASE CALL 303-295-6200.

For Internal Use Below This Line

SRS Management Office TSA has verified the details above, the COI and has notified engineering as required? _____ (Initial)
General Manager / Assistant Property Manager Approval: _____ (Initial) _____ (Date)