

Waterfront Plaza
MEP/T Access Request Form

**WATERFRONT PLAZA MANAGEMENT OFFICE
MECHANICAL ELECTRICAL PLUMBING
AND TELEPHONE ROOM/CLOSET
ACCESS REQUEST FORM**

**MGMT OFFICE: 532-4750
SECURITY 532-4510
FACSIMILE: 532-4759**

DATE OF REQUEST: _____ TIME: _____

REQUESTED BY: _____

REQUESTER'S FIRM: _____

TENANT(S) AFFECTED: _____

LOCATION(S): _____

SYSTEM(S) TYPE: _____

REASON FOR ACCESS: _____

Anyone who allows the unauthorized placement or installation of materials or equipment on or in any warranted system or area will be subject to 1) a building fine and/or 2) all costs associated with repairs incurred as a result of the nullification of any system or warranty.

If you intend on repairing, modifying, adding or deleting any equipment, you must submit all proposed work plans in advance to the Management Office. Upon review and approval of the proposed work plan by the Management Office and manufacturer, if any, written authorization will be granted.

This policy shall not void the terms and conditions of your license agreement, lease or contract with the Property.

Access is subject to the Rules, Regulations, Policies and Procedures of the Management Office.

DURATION OF ACCESS:

DATE: _____ TIME: _____

ONSITE CONTACT: _____

TELEPHONE: _____ PAGER: _____ OTHER: _____

APPROVAL: YES / NO REASON: _____

AUTHORIZED WFP REPRESENTATIVE: _____