

WORK AUTHORIZATION FORM

TENANT VERSION (March 2018)

This form must be submitted at least 24 hours in advance to be processed properly.

Form should be either attached to a work order through Angus AnyWhere at www.bentallcentre.com, or returned to the Security Control Centre in the Four Bentall Centre lobby at 1055 Dunsmuir Street.

DATE FORM COMPLETED: _____
(minimum 24 hours' notice required)

TENANT TO BE ACCESSED: _____
(Name of Company)

BENTALL CENTRE BUILDING: One Bentall Centre Two Bentall Centre Three Bentall Centre Four Bentall Centre Retail Mall

EXACT LOCATION OF WORK: _____
(Suite #, Floor #, Office Name, etc.)

TENANT CONTACT NAME & NUMBER: _____

SIGNATURE OF TENANT CONTACT: _____
The above signatory tenant hereby provides consent to the below noted contractor to enter their premise and perform the work described below.

WORK TO BE PERFORMED (select only one box and provide detailed description of work below):

<input type="checkbox"/> Move Furniture Items In/Out, Furniture Relocation <i>(See Notes at the bottom of the form)</i>	<input type="checkbox"/> Electrical/Mechanical – New Tenant Improvement	<input type="checkbox"/> Construction (Miscellaneous)
<input type="checkbox"/> Repair/Maintenance/Painting	<input type="checkbox"/> Electrical/Mechanical – Existing Tenant	<input type="checkbox"/> Security
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Access to POP/Network Room	<input type="checkbox"/> Other
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Fire Protection/Sprinklers	

DESCRIPTION OF WORK TO BE DONE:

If a Security Officer is required, please create a work order in the Angus AnyWhere system and select 'Book Security' under request type. If you do not have access to Angus AnyWhere, please contact the Security Site Director at 778-328-5973.

Deliveries from 6:00PM-6:00AM through the loading dock will require a Security Officer to be hired to patrol the loading dock area. Security Officers must be booked at least 24 hours in advance. Rates vary depending on notice given.

Please submit a separate Work Authorization Form for each contractor requiring access.

CONTRACTOR COMPANY: _____ **OFFICE PHONE:** _____
One form per contractor

CONTRACTOR'S ON-SITE EMPLOYEES: _____ **ON-SITE CONTACT PHONE NUMBER:** _____

DATE(S) ACCESS REQUIRED: _____ **START TIME:** _____
Minimum 24 hours' notice required

COMPLETION DATE: _____ **END TIME:** _____

Notes:

- Furniture moves and large deliveries can only be done before 06:00AM or after 6:00PM, Monday through Friday or 24 hours on weekends.
- Freight elevators must be booked at least 24 hours in advance for deliveries or moves;** please email Bentall Centre Security at bentallcentresecurity@canderel.com.
- Freight elevators can only be booked before 06:00AM or after 6:00PM, Monday through Friday or 24 hours on weekends. Construction materials to be delivered no later than 6:00AM.

Office Use:

AUTHORIZED BENTALL CENTRE SIGNATURE: _____

VERIFIED BY BENTALL CENTRE SECURITY SHIFT SUPERVISOR: _____ WORK ORDER #: _____

ASSIGNED TO: LS/NS MG/MM AB/BL SS SECURITY RECEIVED: _____ TENANT INFORMED: _____