

1775 The Exchange
AUTHORIZED ACTIVITY REPORT

Contractors and Tenants shall complete the following details and return to the Management Office 24 hours prior to request time. All contractors and vendors must provide the management office with a current Certificate of Insurance 24 hours in advance.

ALL after hours work requires this signed activity report documentation.

Please email completed form to: aallonce@parmco.com

Attention (Circle all that apply):

Property Management

Engineering

Security

Tenant Information:

Tenant Name & Suite Number: _____

Date of Request: _____

Time of Request: _____

Tenant Contact Number: _____

Contractor/Vendor Information:

Contract/Vendor Name _____

Phone Number: _____

Description of Work/Services:

What day do you need access: _____

Beginning Time of Access: _____

Ending Time of Access: _____

Do you need smoke detectors disabled? Yes No

Does the Management Office have current Certificate of Insurance on file (this is required before allowing access to contractors/vendors)? _____

Tenant Signature/Date: _____

Management Approval/Date: _____

Engineering Approval/Date: _____