

# REQUEST FOR ACCESS

## Intact Place



Please submit completed form to: Tony Mackey ([Tony.Mackey@quadreal.com](mailto:Tony.Mackey@quadreal.com))

<b>Access Date(s)</b>	<b>From:</b>	<b>To:</b>	<b>Time of Access:</b>
<b>Access Area:</b>			<b>Tenant Access:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Tenant:</b>	<b>Contact Name:</b>		<b>Phone #</b>
<b>Service Provider:</b>	<b>Contact Name:</b>		<b>Phone #</b>
<b>Nature of Service</b> (ie. paper delivery, coffee delivery, courier access, etc.):			

For any construction, renovation or hot work, an additional work permit is required. Please contact us for further information.

<b>Office Use Only</b>	
<i>Access Requirements</i>	<input type="checkbox"/> SECURITY GUARD REQUIRED *** (VERIFY WITH PASS CONTROL AT <a href="mailto:AccessControl.Calgary@quadreal.com">AccessControl.Calgary@quadreal.com</a> ) <input type="checkbox"/> FREIGHT ELEVATOR <input type="checkbox"/> LOADING DOCK ACCESS
	WORK PERMIT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Special Instructions</i>	

<b>Building Contact Name:</b>	<b>Phone #</b>	<b>Cell Phone #</b>
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**Should you have any questions or concerns, please contact the Building Representative above.**

Internal Distribution List:

IP Security Desk	Paladin Security	<a href="mailto:IPSecurity@quadreal.com">IPSecurity@quadreal.com</a>
Sarah Webber	Security Supervisor	<a href="mailto:Sarah.Webber@quadreal.com">Sarah.Webber@quadreal.com</a>
Bob McMunn	Chief Engineer	<a href="mailto:Bob.McMunn@quadreal.com">Bob.McMunn@quadreal.com</a>