



AFTER-HOURS (SUITE ACCESS) APPROVAL

Today's Date: _____ Time: _____ Company Name: _____

I, _____ hereby request the assistance of a Building Engineer to open
(Print Name)

Suite No. _____ located in the 1875 CPE or 1925 CPE (*circle one*) building, at your cost. Please reference the fee schedule below:

Engineer Rates(s)

- Mondays – Fridays: \$338.72 (minimum of 4 hours at \$84.68 per hour)
- Saturdays/Holidays: \$389.92 (minimum of 4 hours at \$97.48 per hour)
- Sundays: \$511.68 (minimum of 4 hours at \$127.92 per hour)

Please Read Carefully:

Building Management & Building Security are unable to provide after-hours suite access to tenants. Building Security is not provided with key access to tenant suites. Tenants are required to make prior arrangements for after-hours access to their suite. All tenant contacts need to submit current tenant information sheets for Building Management & Building Security records. Engineering, if available, may be able to provide some locksmith services for a fee as stated above. The tenant will ultimately be responsible for all associated costs. By signing this agreement, you are agreeing to the terms, conditions and all associated costs as stated.

I, _____, accept all associated costs on behalf of _____.
(Print Name) {Tenant/Company Name}

Sign: _____ Date: _____

(Watt Plaza Security Staff Only)

Emergency Contact Approval Required. Please call emergency contact to gain approval *prior* to contacting engineer. Please complete the portion below.

I, _____, have spoken with _____ and they have approved payment.
(Security Officer) (Emergency Contact)

Sign: _____ Date: _____