

# Brookfield

Property Assistant  
 Office: 713-951-7400  
 Email: [crystal.campos@brookfieldproperties.com](mailto:crystal.campos@brookfieldproperties.com) and the distribution list in Section 8 at the end of this document.  
 Fax: 713-951-7462

**1600 Smith Security Access Request Form**  
 (After Hours is M-F 6:00 PM – 6:00 AM, all day on weekends & holidays). **Please submit this form 48 hours in advance of required access :**  
**Via facsimile to 713-951-7462 or Email to: [crystal.campos@brookfieldproperties.com](mailto:crystal.campos@brookfieldproperties.com),**

<b>Requestor:</b>		<b>Cell Phone#:</b>		<b>Date Work to be Performed:</b>		
<b>Section 1</b>						
Work/Project Title:			Work Location Building: <input type="checkbox"/> 1AC <input type="checkbox"/> 2AC <input type="checkbox"/> 3AC <input type="checkbox"/> 1600 <input type="checkbox"/> 1201 <input type="checkbox"/> 601		Work Start Time:	
					Work End Time:	
<b>Section 2 -- ACM work required - Yes      No</b>						
Floor	Room(s)	Lights <input type="checkbox"/>	Air <input type="checkbox"/>	Co Code & Cost Center	Scope of Work Being Performed	
Floor	Room(s)	Lights <input type="checkbox"/>	Air <input type="checkbox"/>	Co Code & Cost Center	Scope of Work Being Performed	
Floor	Room(s)	Lights <input type="checkbox"/>	Air <input type="checkbox"/>	Co Code & Cost Center	Scope of Work Being Performed	
<b>Section 3 – Contact Information</b>						
Contract Company Name:			Onsite Lead Name:	Onsite Lead's Cell Phone #:		
Contract Company Name:			Onsite Lead Name:	Onsite Lead's Cell Phone #:		
<b>Section 4 – Comments/Special Instructions: (THIS SECTION MUST BE COMPLETED)</b>						
<b>Section 5 – Work Impacts: ( THIS SECTION MUST BE COMPLETED)</b>						
Identify Impact to Tenants or Other Trades:						
<b>Fire Alarm Testing:</b>	<input type="checkbox"/>	Floors Impacted:	Elevators Recalled: <input type="checkbox"/>	Stair Well Pressurization Activated: <input type="checkbox"/>	Strobes/ Tones Activated: <input type="checkbox"/>	Mag Locks Disabled: <input type="checkbox"/>
<b>Lock Out Tag Out</b>	<input type="checkbox"/>	Floors Impacted:	Equipment Impacted:			
<b>Loading Dock Access</b>	<input type="checkbox"/>	Loading Dock Access: From:                      To:	Material Delivery Only or Use of Dumpster: <input type="checkbox"/>			
<b>Freight Elevator Required</b>	<input type="checkbox"/>	Require Use: From:                      To:				
<b>IT Equip Impacted</b>	<input type="checkbox"/>	Floors Impacted:	Equipment Impacted:			
<b>Section 6 – Operations Support Needs:</b>						
Roving Security Officer Needed:	<input type="checkbox"/>	Dedicated Security Officer Needed:	<input type="checkbox"/>	Electrician Needed:	<input type="checkbox"/>	Operator Needed: <input type="checkbox"/>
Permit to Work Needed: <input type="checkbox"/>	Desired Time <b>Frame</b> to Obtain Permit to Work: (NOTE: Permit may not be issued earlier than 1 hour before <b>start</b> of work) From:                      To:					
<b>Section 7 – Insurance requirements – Have all insurance requirements been submitted to Building Management office?</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						

- > Work requiring Fire Alarm testing must be received by 48 hours before alarm testing is scheduled.
- > Work **requiring a dedicated or non-dedicated Security Officer**, Electrician or Operations assistance must be received 48 hours before scheduled work.
- > Work requiring **an annual, semi-annual or entire electrical panel** shutdown must be received 5 days before scheduled shutdown.
- > **Work** requiring IT equipment shutdown must be received 10 days before scheduled shutdown.
- > **Work** requiring Building shutdown must be received 30 days (1 month) before scheduled shutdown.

**Section 8 – Distribution List:**

[Rachel.Guillotte@brookfieldproperties.com](mailto:Rachel.Guillotte@brookfieldproperties.com); [Crystal.Campos@brookfield.com](mailto:Crystal.Campos@brookfield.com);  
[Veronica.Gutierrez@brookfieldproperties.com](mailto:Veronica.Gutierrez@brookfieldproperties.com); [Rey.Ayala@brookfieldproperties.com](mailto:Rey.Ayala@brookfieldproperties.com);  
[Jeffrey.Newell@brookfieldproperties.com](mailto:Jeffrey.Newell@brookfieldproperties.com)

Please be advised that receipt of this form by Brookfield does not constitute security clearance on the desired date(s) or time(s). Access is contingent upon previously scheduled reservations. Please call to confirm that security clearance will be provided. The freight elevators must be shared with the janitorial staff on weekdays between the hours of 6:00 p.m. and 10:00 p.m. A Certificate of Insurance must be provided prior to access, if not currently on file with Brookfield

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