



Service Co. Access Request

T E N A N T	Tenant Name _____ Bldg. _____ Suite _____
	Vendor/Contractor Company Name _____
	Address _____ Phone _____
	<p>For Service/Repairs Hand Deliver or Fax to Security Department 248-358-3451 <u>Access To</u> Electric Closet _____ Phone Closet _____ Tenant Ph. Closet _____ Mechanical Rm. _____ Roof _____ Other Location _____</p>
Description of Work _____	
S E C	Officer Approval _____ Security Follow-up; Officer _____ Date _____
	Comments _____
When Completed, Send Copy to Service Center	
T E N A N T	<p><u>Additional Information Required for New Installation</u> Mandatory 48 Hours Notice For Review By Engineering Hand Deliver or Fax to Service Center 248-415-0986 <u>Description of Work To Be Performed</u> Description of new work, equipment and location of installation; does work affect other locations? (i.e. neighboring tenant above, next door, roof, basement, other building systems, work that requires additional electrical or mechanical service, etc.)</p>
	Note: Drawing(s) of work and equipment location are necessary for review and approval.
	Description of Work _____
	Completed By (Please Print) _____ Phone _____
	Signature _____ Date _____
	If You Need Installation Specifications, Building Rules, Standards or Have Questions or Inquiries, Please Call the Service Center at 248-440-1428 No Work to be Performed Unless Reviewed and Approved
S V C C T R	Date Received _____ Reviewed By _____ Date _____
	Approved By _____ Date _____
	Comments _____
<p>If This Is For After Hours Work, <u>Also</u> Fax Copy to Property Management Office 248-350-2266</p>	