

TO: SOUTHFIELD TOWN CENTER TENANTS

FROM: PROPERTY MANAGER
ENGINEER
SECURITY MANAGER

RE: **SERVICE COMPANY & CONTRACTOR ACCESS REQUEST**

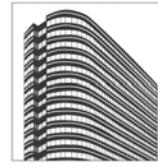
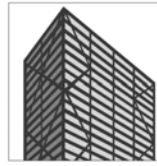
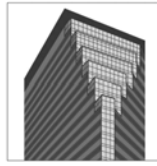
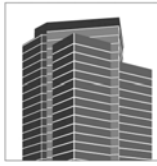
As a reminder and to ensure building security, access to all base building spaces (i.e. electrical, telephone, mechanical, roof, etc.) for all service providers (i.e. telephone/communication/data vendors, security systems, electrical contractors, etc.) is restricted to a **NO NOTICE – NO ENTRY** policy. This means all tenants must send a written request for access to these sensitive/restrictive areas prior to a service company or contractor commencing any work. The work will be reviewed and your vendor/contractor will be approved to perform the work or you will be contacted for additional information. Work will not be permitted to commence without building personnel pre-approval.

The attached form should be used for all base building space access requests. Please keep one as an original for future use.

In the event emergency access is required, complete the attached form. You may then follow-up by calling Security at 248-358-0908 to expedite the required approval.

Upon arrival, the service provider/contractor must report to the Lobby security desk prior to commencing any work. Their arrival will be verified against the approved form, issued a daily Visitor Badge, recorded as an approved Visitor and receive the necessary key(s) and assistance. Without proper authorization from the tenant and the building personnel pre-approval, service personnel will be denied access. Visitors are responsible to secure areas/rooms at all times in public corridors.

Thank you very much for your cooperation. Please contact the Engineer 248-350-2222 with any questions.



Service Co. Access Request

T E N A N T	Tenant Name _____ Bldg. _____ Suite _____
	Vendor/Contractor Company Name _____
	Address _____ Phone _____
	For Service/Repairs
	Hand Deliver to Security Desk. After hours, call Security 248-358-0908.
	Access To:
Electric Closet _____ Phone Closet _____ Tenant Ph. Closet _____	
Mechanical Rm. _____ Roof _____ Other Location _____	
Date Access is needed _____	
Description of Work _____	
S E C	Officer Approval _____ Security Follow-up; Officer _____ Date _____
	Comments _____
When Completed, Please Forward to Engineer	
T E N A N T	Additional Information Required for New Installation
	Mandatory 48 Hours Notice For Review By Engineering
	Hand Deliver to Security Desk
	<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.)
	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 Engineer 248-350-2222 No Work to be Performed Unless Reviewed and Approved	
S V C C T R	Date Received _____ Reviewed By _____ Date _____
	Approved By _____ Date _____
	Comments _____