

**PARMENTER REALTY PARTNERS REQUEST FOR
ACCESS & SECURITY CLEARANCE
OFFICE (713) 255-2340**

BUILDING NAME				Today's Date	
PROJECT or TENANT				Suite #	
NAME OF REQUESTOR			OFFICE FAX		
CONTRACTOR			OFFICE PHONE		
PROJECT MGR			CELL PHONE		
PROJECT SUPER			CELL PHONE		
TYPE OF REQUEST		Standard Construction work within tenant suite			
		After-hours access to other tenant suite			
		Sprinkler drain			
		After hours air (to help circulate after paint, etc.)			
		Dumpster / Freight			
		Move in furniture via freight dock and elevator			
		Need building engineer assistance, i.e., sprinkler work, fire alarm test			
		Fire alarm inspection and test			
		Access to locked suite			
Start Date & Day of Week			End Date and Day of Week		HOURS
SUBS					
DESCRIPTION OF WORK					
DUMPSTER AT DOCK and/or LOAD OUT PLAN					
FREIGHT ELEVATOR RESERVATION and/or SPECIAL FREIGHT NEEDS		Describe:			
ACCESS TO SUITES OR AREAS OF BUILDING OTHER THAN DESIGNATED CONSTRUCTION AREA		Describe work and locations:			
COMMENTS:					
DISTRIBUTION FOR EACH REQUEST		mkadkerson@parmco.com, cgonzalez@parmco.com			
DISTRIBUTION FOR AFFECTED BUILDING		mhoover@parmco.com			