

Security Pasdown Request Form

1201 Third Avenue

The following information is needed in order to prepare a Security pass down for your work at 1201 Third Avenue. If you have any questions regarding the information requested, please feel free to contact our office at 206-224-1201 or 1201mgmt@wrighttrunstad.com.

****Pasdown must be submitted at least 24 hours prior to commencing work****

****Loading dock parking is limited to unload/loading only****

Tenant Information:	
Company Name	
Contact Name	
Contact Number (after-hours)	

Contractor/Vendor Information:	
Company Name	
On-Site Contact Name	
On-Site Contact Number	
Supervisor Contact Name	
Supervisor Contact Number	

Loading Dock Usage:				Freight Elevator Usage:			
Date:				Date:			
Time In:		Time Out:		Time In:		Time Out:	

Vehicle Type:		Floor(s):	
Vehicle Size:		Suite(s):	

Summary of Access:

Please clarify **how** contractors or vendors will be granted access to the space. Driver's License required for badge checkout.

<input type="checkbox"/> Cardkey provided by tenant	<input type="checkbox"/> Tenant On-site Contact
<input type="checkbox"/> Building Security Access Vendor	<input type="checkbox"/> Cardkey provided by building

Summary of work (Please include work schedule and any special instructions):

Electrical Sensitive Rooms Office Equipment
 Plumbing Events
 Alarm Impairment Fire / Alarm Systems
 Cubical / Furniture Delivery Data Lines / Telecom

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