Security Passdown 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@wrightrunstad.com.

Passdown must be submitted at least 24 hours prior to commencing work

Loading dock parking is limited to unload/loading only

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: Date: Date: Time In: Time Out: Time In: Vehicle Type: Vehicle Size: Summary of Access: Please mark how contractors/vendors will be granted access to the space. Driver for badge checkout. Tenant: Cardkey provided to vendor Contact Number Freight Elevator Usage: Freight Elevator Usage: Suite(s): Floor(s): Suite(s): Building security: Temp Vendor card in ke	me Out:
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Cardkey provided to vendor i emp-vendor card iii ke	
Tenant on-site contact Building vendor card in	
Terraint on the contact	
Summary of work (Please include work schedule and any special instructions):	
	fice Equipment
Plumbing Events	
Alarm Impairment Fire / Alarm Systems	
Cubical / Furniture Delivery Data Lines / Telecom	