

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@wrighttrunstad.com.

****Passdown 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 mark **how** contractors/vendors will be granted access to the space. Driver's License required for badge checkout.

Tenant:	Building security:
___ Cardkey provided to vendor	___ Temp Vendor card in keybox
___ Tenant on-site contact	___ Building vendor card in keybox

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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