

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 is limited to unload/load during business hours of 7am-7pm

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:		After hrs. time:		Time In:		Time Out:	

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

Summary of Access:

(Please mark below **how** contractors/vendors will be granted access to the space)

Tenant:	Building Security:
<input type="checkbox"/> Cardkey provided to vendor	<input type="checkbox"/> Temp. vendor card in keybox
<input type="checkbox"/> Tenant On-site contact	<input type="checkbox"/> Building vendor card in keybox

Summary of Work: (Please describe in details the type of work being performed in the box below)

<input type="checkbox"/> Electrical	<input type="checkbox"/> Sensitive Rooms	<input type="checkbox"/> Office Equipment
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Event	
<input type="checkbox"/> Alarm Impairment	<input type="checkbox"/> Fire / Alarm Systems Data	
<input type="checkbox"/> Cubical / Furniture Delivery	<input type="checkbox"/> Lines/Telecom	

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