

**88 Kearny
CONTRACTOR REQUEST / WORK INFORMATION FORM**

Please submit form via email at least **48 hours** prior to any on site work.

Phone: (415) 675-7990

E-mail: 88kearny@am.jll.com

DATES OF WORK:		LOCATION/FLOOR:	
		TIMES:	

CONTRACTORS ON SITE:

1.		3.	
2.		4.	
		5.	
		6.	

FIRE LIFE-SAFETY:				
Must suite be taken offline?	YES?	<input type="checkbox"/>	NO	<input type="checkbox"/>
If Yes, please list times:	START:		END:	

OTHER ASSISTANCE REQUIRED:

BRIEF DESCRIPTION OF WORK:

LIST OF HAZARDOUS MATERIALS & ISSUE MSDS INFORMATION AS REQUIRED:

CONTACT INFORMATION:

Name:	
Mobile Phone:	
E-mail:	

SIGNATURE:	
PRINTED NAME:	
DATE:	

ENGINEERING DEPARTMENT HOURS:

Monday - Friday: 7:00AM to 6:00PM

Engineering Office: 415-675-7993; Chief Engineer: 415-725-9008

NOTE: 88 Kearny does not permit:

1. Use of gasoline powered equipment in the building
2. Non-fire treated wood products
3. Lacquer Spraying
4. Unscheduled work on the Life Safety or Sprinkler Systems
5. Disposal of construction debris or hazardous materials into the building refuse bins
6. Temporary disabling of Life Safety Devices without 24 hour notice (M – F, 8 – 3:30).
7. Work on an operational building system without an engineer on site
8. Contractor work on site without proper notification to the Building Office and current Certificate of Insurance on file

INTERNAL USE: Approved by: _____