

# Plaza of the Americas

## GENERAL CONTRACTOR

### SECURITY CLEARANCE/ SPECIAL ACCESS

Forms must be submitted to the Management Office *weekly*. General Contractor is responsible for confirming receipt of all subcontractors *Certificate of Insurance* with management office prior to scheduling activity.

The Freight elevator is first come first serve

GENERAL CONTRACTOR INFO.	
COMPANY NAME:	PROJECT START DATE:
OFFICE NUMBER:	PROJECT END DATE:
CONTACT NAME:	BUILDING & SUITE NUMBER:
DAYTIME NUMBER:	TENANT NAME:
	FREIGHT ELEVATOR NEEDED?    YES / NO

	DATE(S)	TIME IN	TIME OUT	DESCRIPTION OF ACTIVITY	ELEC / PHONE ROOMS NEEDED
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					

LIST SUBCONTRACTORS		

REQUEST ACCESS INTO AN OCCUPIED SPACE						
Company / Suite #	Security Requested	Tenant Contact	Contacted By	Date	Time	

CONTRACTORS CONTACT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

* MANAGEMENT OFFICE TO COMPLETE BELOW*						
POTA JV, LLC Build Out	YES:		NO:		Comments:	
Tenant Build Out	YES:		NO:		Comments:	
ALL SUBS Certificate of Insurance Correct?	YES:		NO:		Comments:	
Placed in Building Access Calendar?	YES:		NO:		Comments:	
PROPERTY MANAGERS APPROVAL:					DATE:	

Please e-mail to the Management Office at [jgonzales@mmprop.com](mailto:jgonzales@mmprop.com) or fax to 214-220-3340