



LINCOLN CENTRE

SECURITY CLEARANCE/ SPECIAL ACCESS

Forms must be submitted to the Cushman & Wakefield 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 and is NOT available from 11PM to 12AM.

CLEARANCE REQUEST	
COMPANY:	APPROVED BY: SCOTT GRISSOM
PROJECT:	CELL NUMBER: 214-632-2426
BUILDING/ SUITE #:	
CONTACT:	<input type="checkbox"/> ONE TIME JOB
CELL NUMBER:	<input type="checkbox"/> RECURRING JOB
OFFICE NUMBER:	

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

ACCESS INTO OCCUPIED SPACE

Company / Suite #	Security Requested	Tenant Contact	Contacted By	Date	Time

FOR CUSHMAN & WAKEFIELD MANAGEMENT ONLY

Vendor Certificate of Insurance Correct?	Yes :	<input checked="" type="checkbox"/>	No:		Comments:	
ALL SUBS Certificate of Insurance Correct?	Yes:	<input checked="" type="checkbox"/>	No:		Comments:	
Placed in Building Access Calendar?	Yes:		No:		Comments:	
APPROVED BY:				DATE:		

Please e-mail or fax forms to the management office at lauren.cruz@cushwake.com or 972-980-9700.