



LINCOLN CENTRE

CONTRACTOR

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.

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					

SUBCONTRACTORS		

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

CONTRACTORS CONTACTS SIGNATURE: _____ DATE: _____

FOR CUSHMAN & WAKEFIELD MANAGEMENT ONLY						
Cousins 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 or fax forms to the management office at lauren.cruz@cushwake.com or 972-770-2441