

K001 --- Tenant Contact Information & Head Count

This form is to be completed and forwarded to Building Management to provide building staff, security, and management with appropriate contact names and numbers for specific situations. It also provides important information on the number of your employees for health and life safety purposes.

K002 --- After-Hours Emergency Contact

This form is to be completed and forwarded to Building Management to provide building security with emergency telephone numbers to enable them to contact you during non-business hours.

K003 --- Pass Card Application

This form is to be completed and forwarded to Building Management for all requests for pass card changes, new, cancelled or replacement cards. For new cards, tenants will need to have their photo taken by Building Security. Photos can be taken Monday to Friday 10:00AM until 2:00PM daily in the Security Control Centre.

K004 --- Request for Movement Supervision or Security Escort

This form is to be completed and forwarded to Building Management for tenants scheduling move-in/move-out and after hour's deliveries. All moves require a security escort and are charged at the current rate of \$35.00 per hour plus 15% administration fee and HST. There is a four hour minimum charge. The rate is subject to change. All requests require at least 72 hours' notice to be processed. Tenants are responsible for any damage or theft to their premises or the base building by your service personnel or moving contractors.

K005 --- Property Removal Form

This form is to be completed and signed by an authorized tenant contact. As an additional level of security and to protect employer property, this form authorizes security to permit property to be removed from the building. Your employee or vendor upon exiting the building will need to present to security the signed form and the items and/or equipment being removed.

K006 --- Short Term Work Permit

This form is to be completed and forwarded to Building Management for tenants requesting contractor access to their premises after-hours. Short term work permits are used for contractors requiring access for less than 30 days. All requests require at least 72 hours' notice to be processed. Confirmation by the Management Office must be received before access will be granted and work can be completed.

K007 --- Long Term Work Permit

This form is to be completed and forwarded to Building Management for tenants requesting contractor access to their premises after-hours. Long term work permits are used for contractors requiring access for more than 30 days up to a maximum of 5 years. All requests require at least 72 hours' notice to be processed. Confirmation by the Management Office must be received before access will be granted and work can be completed.

K008 --- Day Locker Registration Form

This form is to be completed and forwarded to Building Management for tenants to register to access our one day use lockers in our bicycle parking facility. All day lockers are free of charge and available on a first come, first serve basis.

K009 --- Bicycle Parking Agreement

This form is to be completed and forwarded to Building Management for tenants to park their bicycles in the bicycle racks on the P2 level of the parking garage. Using the bicycle racks is free of charge and available on a first come, first serve basis.

K011 --- After-Hours Services Request Form

This form is to be completed and forwarded to Building Management for tenants who require lights and HVAC services after hours. After-hours HVAC times are from 6:00PM to 7:00AM Monday to Friday and all day Saturday, Sunday and holidays. Please see form for current HVAC rates. Lights are provided at no charge. Rates subject to change. Please submit the form to Building Management at least 24 hours in advance.

K016 --- Tenant Fire Warden Form

This form is to be completed by the Tenant Fire Warden for each suite at 150 King Street West. This form is to designate a Tenant Fire Warden or Wardens who will be responsible for the duties as outlined in the Building Fire Life Safety Plan.

K017 --- Emergency Service Alert – Emergency Tenant Contact Information

Please complete this form for all tenant contacts who will be contacted by the building's emergency notification voice and text alerting service in the event of an emergency.

K021 – Amenities Area Membership & Bicycle Parking Application Form

This form is to be completed and forwarded to Building Management for tenants to register to use the amenities area on P1 level. The amenities area includes: bicycle parking, yoga flex studio, exercise equipment and change room with showers and steam room. The annual cost to join is \$150.

CONTRACTORS FORMS

K012 --- Application for Standpipe Shutdown

This form is to be completed and forwarded to Building Management for contractors who need to perform a standpipe shutdown. Please submit the form to Building Management at least 24 hours in advance.

K013 --- Application for Sprinkler Shutdown

This form is to be completed and forwarded to Building Management for contractors who need to perform a sprinkler shutdown. Please submit the form to Building Management at least 24 hours in advance.

K018 --- Riser Access/Cabling Procedures

The rules and procedures regarding riser room access and cabling procedures for tenants wishing to install new telephone or network cabling system.

K019 – Contractor Acknowledge Letter

The tenant or the tenant's General Contractor must complete this form prior to commencement of any work at 150 King West.

K020 – Construction Project Checklist

The tenant or the tenant's General Contractor must complete this form prior to commencement of any work at 150 King West.