

**150 KING STREET WEST
RISER ROOM ACCESS REQUEST**

Form #K018

TENANT INFORMATION	
Tenant / Company Name:	
Tenant Contact:	
Floor / Suite #	Phone#
Date Submitted:	

COMPANIES AND INDIVIDUALS REQUESTING ACCESS	
Service Provider / Company Name:	
Contractor / Company Name:	
Site Contact Name:	Phone#

WORK INFORMATION	
Brief Description of Work:	Number of Workman:
Floor(s)/Area(s) Where Work to be Performed:	
Special Equipment Used:	
Commencement Date:	Time:
Completion Date:	Time:
Use of Freight Elevator Required? **	Yes: <input type="checkbox"/> No: <input type="checkbox"/> **If yes, please complete below:
Date:	Time: Intended Use:
Movement Supervision Form completed and attached?	Yes:

Tenant Authorized Security to Open Tenant Premises: <i>(Initials in Box required)</i>			
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	_____	_____
		Tenant/Employee Name	Authorized Signature Date
Tenant Authorized to be Billed for the Attain Group and Security Escort Applicable Charges: <i>(Initials in Box required)</i>			
Yes: <input type="checkbox"/>	_____	_____	_____
	Tenant/Employee Name	Authorized Signature	Date

-PROPERTY MANAGEMENT USE ONLY-

Received at Property Management Office:		
By: _____	Date: _____	Time: _____
Authorized at Property Management Office:		
By: _____	Date: _____	Time: _____

**150 KING STREET WEST
RISER ROOM ACCESS REQUEST**

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Special PMO Instructions:	Approved By: _____
Received by Security: Initial: Date: Time:	

RISER ROOM ACCESS/CABLING PROCEDURES

The 150 King Street West electrical riser rooms are managed and maintained by the Attain Group.

Any tenant that requires a new telephone or network cabling system must submit their requests as follows.

- i. The tenant must provide a complete set of drawings to the Management Office with a copy to the Attain group.

The Attain Group Contact Information:

Jessica McGinn
The Attain Group Inc.
Ph: (866) 439-9424
Fx: (613) 739-9424

Email: client.services@theattaingroup.com

- ii. The Attain group will review the proposed installation and issue installation best practices guidelines, sealant requirements, grounding and bonding requirements, labeling requirements, provide a post telecommunication inspection to identify any deficiencies, oversee the remediation of deficiencies and provide a complete set of rules and regulations to the contractor.
- iii. A fee of \$500.00, plus 15% Admin Fee and HST applies for these services and is charged back to the **tenant** initiating the request.
- iv. Once installation is approved by the Attain Group, access to the riser rooms and any other space must be requested through the Management Office by completing Riser Room Access Form # K023 and Request for Movement Supervision Form # 004.
- v. Riser Room Access Form # K023 and Request for Movement Supervision Form # 004 must be submitted by email to 150kingwest@bentallgreenoak.com at least 72 hours prior to granting access to any space.
- vi. All work must be performed after business hours and contractors must be accompanied by Security at all times.
- vii. Security Escort will be charged back to the **tenant** at a rate of \$35 per hour (4hrs minimum), plus 15% Admin Fee and HST.