

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

Form #K018

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|---------------------------|--------|
| 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: <input type="checkbox"/> |
| 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**

Form #K018

| | | |
|---------------------------|-----------------------|-------|
| 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 \$750.00 for a simple (5 floors and under) drawing review, or \$1000.00 for a complex (6 floors and up) drawing review, 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 # K018 and Request for Movement Supervision Form # 004.
- v. Riser Room Access Form # K018 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.