

**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: <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: _____
Special PMO Instructions:	Approved By: _____



150 KING STREET WEST  
RISER ROOM ACCESS REQUEST

Form #K018

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](mailto: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](mailto: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.

