

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

**Form #K018**

<b>TENANT INFORMATION</b>					
Tenant / Company Name:					
Tenant Contact:					
Floor / Suite #			Phone#		
Date Submitted:					
<b>COMPANIES AND INDIVIDUALS REQUESTING ACCESS</b>					
Service Provider / Company Name:					
Contractor / Company Name:					
Site Contact Name:			Phone#		
<b>WORK INFORMATION</b>					
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	
<b>-PROPERTY MANAGEMENT USE ONLY-</b>					
Received at Property Management Office:					
By: _____		Date: _____		Time: _____	
Authorized at Property Management Office:					
By: _____		Date: _____		Time: _____	
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](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.