



ONE FRONT STREET

CONTRACTOR ACCESS FORM

To gain building access, after-hours access, access to secured areas or general building assistance, please complete this form. Certificates of Insurances are required for all vendors working in the building. For COI requirements, reach out to the Building Management Office at 415-391-4445.

It is the responsibility of the contractor to ensure this form is accurately completed and subsequently approved by the Building Management Office. One Front Street is not responsible for notifying contractors or visitors that have submitted incomplete forms for approval.

TENANT/PROJECT: _____ ACCESS DATE(S): _____

SUITE: _____ ACCESS TIME(S): _____

GENERAL CONTRACTOR: _____

VENDOR CONTACT: _____ PHONE / CELL: _____

TENANT CONTACT: _____ PHONE / CELL: _____

ON-SITE FOREMAN/DRIVER/SUPERVISOR'S NAME (REQUIRED FOR ADMITTANCE)

SUBCONTRACTORS: _____

CONTACT NAME(S): _____

DESCRIPTION OF WORK: _____

BUILDING ENGINEER'S ASSISTANCE:

- Sprinkler Drain/Refill
- Information
- Escort / Field Survey
- Technical
- Enable/Disable Life Safety

BUILDING MANAGEMENT SERVICES:

- Loading Dock
- Freight Elevator
- Additional Security
- HVAC

I understand the above request(s) for Building Engineering assistance and/or Building Management services are billable to my company. By signing below, I acknowledge this understanding and authorize Paramount Group Inc. to bill the Tenant/General Contractor as listed herein. Owing to the broad cost of services, please inquire at the time of request for more specific information on the cost of any service(s) requested.

Tenant/Contractor's Acceptance: _____ Date

Building Management Approval: _____ Date

LOADING DOCK RULES

ADDRESS: 36 Battery Street.

HOURS OF OPERATION: Monday thru Friday, 5:00AM to 6:00PM.

MEASUREMENTS: 12'0" x 23'0"

1. All contractors must check in with the interior Officer, obtain and wear a sticker badge and sign out when finished.
2. During regular business hours, the loading dock operates on a first-come, first-serve basis at 20-minute intervals.
3. NO large deliveries permitted regular business hours.
4. After-hours access to the loading dock and freight must be coordinated through Building Management by submitting a Contractor Access Form to the building office at least 48-hours ahead of desired Date / Time. Last minute requests are not guaranteed for accommodation.
5. Additional Security is required for after-hours access to the loading dock. A 4-hour minimum required and will be billed back to the Tenant.
6. For larger trucks, a loading zone is available on Battery Street. Access to the building will be through the loading dock area only.
7. **Masonite must be laid on the path of travel from: (A) Loading dock to freight elevator and from (B) Freight elevator to suite. (Especially on the gray coated area from the carpet to the door in the garage).**
8. **NO PALLET JACKS ALLOWED.**
9. **USE OF THE DUMPSTERS AND RECYCLING COMPACTOR ARE PROHIBITED.**

FREIGHT ELEVATOR RULES

1. The building has only one (1) freight elevator available for use. This elevator is shared by Contractors, Engineering, Janitorial and Tenants alike.
2. Freight elevator must be used for the duration of the project. No passenger cars or stairwells are to be accessed by general contractors or sub-contractors.
3. During regular business hours, Contractors may expect heavy use. Any large deliveries or moves should be scheduled for after-hours.
4. After-hours access to the loading dock and freight must be coordinated through Building Management by submitting a Contractor Access Form to the building office at least 48-hours ahead of desired Date / Time. Last minute requests are not guaranteed for accommodation.

EXCLUSIVE ACCESS TO THE FREIGHT IS NOT GUARANTEED DURING AFTER-HOURS

**ONE FRONT STREET
ORDER OF THE HEALTH OFFICER No. C19-07c**

Jobsite: _____

Address: _____

Floor: _____

Date: _____

No.	SUBCONTRACTOR	GENERAL CONTRACTOR	EMPLOYEE NAME