

816
*
CONGRESS

**CONTRACTOR/VENDOR
REQUEST FORM**

This form should be submitted prior to Contractor/Vendor arrival
For morning requests please submit by 4PM the day prior
Weekend request are due by 4PM Friday

**Submit in person at the Management Office on the 3rd floor or via email to:
SamanthaIngram@CousinsProperties.com**

TO: 816 CONGRESS MANAGEMENT TODAY'S DATE: _____

FROM: _____

COMPANY/CUSTOMER: _____ SUITE NO: _____

CONTRACTOR/VENDOR: _____

SUBCONTRACTOR (if applicable): _____

SCHEDULED DATE: _____

SCHEDULED TIME: _____

WORK LOCATION: _____

DESCRIPTION OF TASK: _____

WILL THERE BE AN IMPACT TO OTHER CUSTOMERS (NOISE, DUST, POWER, ETC.)? IF
SO, PLEASE EXPLAIN _____

For 816 Management Office Use

816 CONGRESS MANAGEMENT APPROVAL

DATE

ADDITIONAL NOTES: _____

DISTRIBUTION: Security; Original to file; Engineering and Janitorial (if necessary)