

WORK PERMIT

IN CASE OF EMERGENCY CALL THE SECURITY EMERGENCY LINE: 416-363-1779

WORK PERMIT NUMBER

200-

REQUESTOR CONTACT INFORMATION

TENANT/LANDLORD

CONTACT NAME

CELL PHONE

EMAIL

PERMIT REQUIREMENTS Please clearly specify all access requirements as these will be programmed onto passcards.
A Work Permit does **not include** or cover **parking or loading dock** costs.

PERMIT DETAILS

BUILDING

FLOORS/
LOCATIONS

IS SECURITY AUTHORIZED TO OPEN DOOR

SECURITY ESCORT REQUIRED

PERMIT TYPE

ACCESS ONLY

MECHANICAL/ELECTRICAL

HOT WORK

FIRE SYSTEM

CONSTRUCTION

LOADING DOCK

FREIGHT ELEVATOR

OTHER

CONTRACTOR INFORMATION

CONTRACTOR

CONTACT NAME

CELL PHONE

EMAIL

SUBCONTRACTORS/OTHERS REQUIRING ACCESS (**LIST ALL and ATTACH TRADES LIST**):

PERMIT DURATION

FINISH date CANNOT exceed 28 days past START date		MON	TUES	WED	THUR	FRI	SAT	SUN
START DATE: MM/DD/YY	START TIME							
FINISH DATE: MM/DD/YY	FINISH TIME							

DESCRIPTION OF WORK:

AUTHORIZATION

TENANT NAME/SIGNATURE

TITLE

PHONE

EMAIL

FOR OFFICE USE ONLY:

AUTHORIZED BY:

LANDLORD REPRESENTATIVE

NAME

TITLE

PHONE

EMAIL

AUTHORIZED APPROVAL

ADMINISTRATOR CHECKLIST

WSIB

INSURANCE

ADDITIONAL FORMS:

BULLETIN

CITY PERMITS

WO / PO NUMBER:

RYCOM TICKET:

OTHER:

PERMIT COPIED TO:

WORK PERMIT TERMS AND CONDITIONS:

NOTICE REQUIREMENTS (BUSINESS DAYS)

Work Permit	2 days
Asbestos Work	5 days
Mechanical System isolation	5 days
Electrical Isolation	5 days
Fire System drain down	5 days
Maglock testing	5 days
X-ray testing	5 days
Security Escort	3 days
Hot Work	3 days
Smoke Bypass	2 days

Any request received without the appropriate notice or details of the isolation required will be immediately denied

GENERAL RESTRICTIONS, SAFETY PRECAUTIONS AND OTHER SPECIAL INSTRUCTIONS

Electrical / Mechanical:

- All electrical and mechanical or life safety isolations are to be carried out by Building staff. Subsequent system isolations should be submitted by the requestor to Tenant Services at 200kingwest@quadreal.com.
- The Security Office Centre Desk should be contacted before and upon completion of life safety isolation by the on-site contractor.
- All contractors must follow mandated lock and tag out procedures when working with/on any and all mechanical and electrical devices.
- Any incident that occurs as a result of Contractors failure to comply with aforementioned requirements is wholly the contractor's responsibility.

ADDITIONAL FEES / COST - FALSE ALARM COST - ANY DAMAGES / COST RESPONSIBLE

Permit:

- All Contractors and Sub-contractors MUST carry a copy of this permit to gain access to the property. Access will only be granted at the times and dates given on this permit. This permit automatically expires on date noted on the permit.

Asbestos:

- All contractors should be aware of asbestos in a minority of locations, please inquire with the property management office for these specific areas before commencing any work as appropriate precautions must be carried out by anyone working within these asbestos areas.

General:

- Standard noise disturbance restrictions apply. Any work which will impact tenants is to be done after business hours from 6:00 p.m. - 7:00 a.m.
- All Contractors are required to abide by the contents of the Leasehold Improvement Manual.
- 145/200 King Street West is a smoke free environment and smoking is prohibited in ALL areas.
- All contractors are required to use the service elevator for access, egress and movement between authorized floors on a 24/7 basis. Service elevator access is only available to authorized contractors. Access via passenger elevators is strictly prohibited.
- Roof access required waiver to be signed

Bookings:

- Book your Security Escort through Tenant Services at 200kingwest@quadreal.com.

Parking in Shipping & Receiving:

- Parking is restricted to 20 minutes prior to work and 20 minutes after work, for the purpose of delivery / pick up of equipment and tools only.

Required Documentation:

- Insurance - Contractor's Certificate of Insurance is to be obtained and maintained, which shall insure the Owner 200 King Street Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their successors and assigns as additional insured and the Contractor against all claims, liabilities and legal fees relating to the Contractor carrying out the work (a) commercial general liability in the sum of at least \$5,000,000 (five million dollars) on an occurrence basis (including bodily injury, property damage, completed operations, non-owned automobile, employer's liability (if applicable), cross liability/severability of interest clause, the Owner and Manager shall be named as additional insured by only in regards to the operations of the named insured). Limit for commercial general liability may be made up of a combination of primary and umbrella liability policies (b) If applicable, automobile liability in the sum of at least \$2,000,000 (two million dollars)
- WSIB - Current Contractor's Certificate of Clearance from the Workplace Safety and Insurance Board