

BUILDING ACCESS AUTHORIZATION
1625 & 1675 Broadway

Please email to buildingforms.dec@am.jll.com with 24 hours notice

During business hours (7:00 a.m. to 6:00 p.m.)

After business hours (6:00 p.m. to 7:00 a.m.)

Tenant Company Name: _____

Building: | 1625 | 1675 Suite: | _____ | Today's Date: | _____ |

Requested by: | _____ | Your Phone: | _____ |

(Tenant Authorized Signer, Please Print Name)

Names of Company or Person(s) to Be Admitted	Date to Be Admitted	Timeframe (From-To)	Areas to be admitted
			<u>1625</u> <u>1675</u>
			FLOOR: SUITE:
			Janitor closet
			Dock loading: 30 min. unloading allowed.

All individuals and company personnel must have a photo ID and check in at the dock and must always use Freight Elevator only.

Work to be performed: _____

Authorized Signature: _____
(Must be an Authorized Tenant Signer or Construction Contact)

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Important note: Tenants, please provide this information to your vendors. Thank you.

- Vendors must enter and exit through the dock only.
- Check in with security at the dock with a photo ID.
- If require by Denver public health, each person must bring and wear a face mask. Face coverings must be worn in all common areas such as the dock, freight elevator, corridors, etc.
- Vendors must follow all posted safety signs.
- Vendors will have 30-minutes to unload equipment on the dock and then must park off site.

Property Management: _____ Date: _____

Insurance Confirmed: _____ Date: _____

Security Review: _____ Date: _____

Date of Request: _____ Turn Off Scan: _____ Time: _____