

VENDOR REQUEST FORM

A Vendor Request Form (VRF) is required for all tenant contractor and/or vendors who are performing electrical, fire life safety, mechanical, plumbing, and/or tenant improvement work at anytime within the leased space.

All contractors and/or vendors requiring access to the building and/or tenant occupied space to perform any of the above referenced work must provide a Certificate of Insurance (COI) evidencing the appropriate insurance coverage, along with the the Vendor Request Form (VRF), to the landlord for approval at least 48 hours prior to commencement of work.

Please contact the management office for standard coverage limits, certificate holder, and indemnification language.

Please send your completed VRF and COI, along with any questions you may have, to the Property Management Office via the below email address:

Piedmont.Florida@Piedmontreit.com

Purpose of visit (check all that apply):

Electrical		access card systems, lighting, low voltage wiring, security cameras, etc.
Fire Life Safety		fire alarms and equipment (i.e. doors, extinguishers, sprinklers, etc.)
Mechanical		HVAC, refrigeration, other mechanical systems, etc.
Plumbing		ice makers, sinks, toilets, eye wash stations, etc.
Tenant Improvement		construction, painting, shelving, flooring, walls, partitions, etc.
Other		loading dock access, moving, etc.

Vendor & client details (all fields required):

FIRST NAME: _____ LAST NAME: _____
 COMPANY NAME: _____ EMAIL: _____
 EXPECTED DATE: _____ TIME: _____
 TENANT NAME: _____ SUITE #: _____
 TENANT CONTACT: _____ PHONE: _____

Access needed (check all that apply):

Loading Dock		Located next to Parking Garage at <u>25 W. South Street</u> (15'0")
Basement Tunnel		Required path of travel to building for all deliveries/work
Service Elevator		Sign in with Security at Loading Dock
Mechanical Closet		May require escort; subject to \$55/hr bill back to tenant
Telcom Rooms		May require escort; subject to \$55/hr bill back to tenant
Another's Suite		May require escort; subject to \$55/hr bill back to tenant
After lease hours		May require escort; subject to \$55/hr bill back to tenant

DESCRIPTION OF WORK BEING PERFORMED AND ANY SPECIAL INSTRUCTIONS:

LANDLORD

ACKNOWLEDGEMENT: _____ DATE: _____

CC: Engineering, Loading Dock, Property Management Office and Security

**If you have any questions or concerns please feel free to contact the Property Management Office at (407) 649-0036.*

