APPENDIX A

Chicago Service Center
Work/Dock Access Form

THIS FORM MUST BE FILLED OUT 48-72 BUSINESS HOURS IN ADVANCE OF DATE OF ACCESS

(1) Date of Request:	(2) Dates & Times of Access:	(3) GSA Clearance: ☐ **Yes** ☐ **No**

Contact Info

(4) GSA Office:	(5) POC:	(6) Telephone Number:
Dirksen - GSA Property Manaagement	Property Manager	312-353-6996
(7) Contractor/ Company Name:	(8) POC/ Technician Name:	(9) Telephone Number:
(10)Agency:	(11)POC:	(12)Telephone Number:

Project Info

(13)Building(s):

☐ **JCK** ☒ **EMD** ☐ **RHM** ☐ **536** ☐ **610**

☐ **Other**

(14)Type of Access:

☐ Building ☐ Dock

☐ Other

(15) Vehicle Information (Dock) Access:

Make:

Model:

Plate:

(16)Description of Work to be Completed:

(17)Type of Work:

☐ New Installation ☒ Maint/ Repair ☐ Other

(18)Closet Access:

☐ Mechanical ☐ Electrical ☐ Telecom

Specific Locations

(19) Name(s) Allowed Access:

(20)Special Instructions:

Authorization (to be completed by PM Staff)

(21)Key(s)/ Access Codes Assigned (if applicable):

(22)Return/ Expiration Date (if applicable):

(23)Additional Information:

(24)GSA Property Management Approval Signature:

PRINT SAVE AS RESET FORM

Chicago Service Center
Access Form (Instructions)

(1) **Date:** self explanatory
(2) **Dates and Times of Access:** self explanatory
(3) **GSA Clearance:** Has the vendor's technician received a favorable or final adjudication letter from OPM and received his/her GSA contractor badge? (i.e. HSPD-12 compliance)
(4) **GSA Office:** GSA Field Office Approving Access
(5) **GSA POC:** name of GSA office POC
(6) **GSA POC Telephone Number:** self explanatory
(7) **Contractor/ Company Name:** name of contractor doing the work
(8) **Contractor/ Company Name POC/ Technician Name:** self explanatory
(9) **Contractor/ Company Name POC/ Technician Telephone Number:** self explanatory
(10) **Agency:** name of Agency requesting work
(11) **Agency POC:** self explanatory
(12) **Agency POC Telephone Number:** self explanatory
(13) **Building(s):** Please check the box corresponding to the place of performance.
(14) **Type of Access:** Please check the box corresponding to the type of work or access required.
(15) **Vehicle Information:** Please provide Make Model & Plate.
(16) **Description of Work to be completed:** Provide specific overview of the work to be performed.
(17) **Type of Work:** Please check the box corresponding to the work requested. (Use "other" for items such as site surveys)
(18) **Closet Access:** Provide specific floor or closet locations. (NETPOP access requires additional approvals.
(19) **Names Allowed Access:** Provide a list of all badged or escorted personnel. Submit a spate sheet if necessary.
(20) **Special Instructions:** Any additional details that may be required; i.e.; Fire Alarm, System shutdowns, etc.
(21) **Key(s)/ Access Codes Assigned:** to be completed by Property Manager Office.
(22) **Return/ Expiration Date:** to be completed by Property Manager Office.
(23) **Tenant Notifications:** to be completed when access is given by Property Manager Office.
(24) **GSA Property Management Approval Signature:** to be completed by Property Manager Office.