

TENANT REQUEST FORM
140 BROADWAY

- ONE FACILITY- Freight Reservation
- GUARD NOTICE
- 140 BROADWAY CALENDAR
- VENDOR ACCESS
- BUILDING ENGINES

E-mail address: operations@140bway.com
Property Management Office Hours: Mon-Fri (8am to 5pm)
Main Line: (212) 943-1500

Floor: _____

Tenant Name: _____

Today's Date: _____

Contractor(s): _____

Start Date: _____ **End Date:** _____

Start Time: _____ **End Time:** _____

PLEASE SELECT ACTION:

- | | |
|--|---|
| <input type="checkbox"/> Overtime Air Conditioning | <input type="checkbox"/> Overtime Heat |
| <input type="checkbox"/> Vendor Access Only | <input type="checkbox"/> Freight Elevator |
- ** Please note: 24 hour advanced freight cancellation notice is required. Otherwise minimum charges will apply.**

System Shut Down (check appropriate boxes and describe work below)

<input type="checkbox"/> Sprinkler - Drain Down	<input type="checkbox"/> Isolate Floor Fire Alarm System
<input type="checkbox"/> Isolate Domestic Water Supply	

Deactivation Date: _____ Reactivation Date: _____
Deactivation Time: _____ Reactivation Time: _____

Please contact the Property Management office to confirm if request was approved

Description of Work: _____

Authorized Tenant Approval: _____
Building Management Approval: _____