

TENANT REQUEST FORM
140 BROADWAY

- ONE FACILITY- Freight Reservation
- GUARD NOTICE
- 140 BROADWAY CALENDAR
- VENDOR ACCESS
- Building Engines

E-mail address:

Property Management Office Hours:

Main Line:

operations@140bway.com

Mon-Fri (8am to 5pm)

(212)943-1500

Floor: _____

Tenant Name: _____

Today's Date: _____

Contractor(s): _____

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

PLEASE SELECT ACTION:

Overtime Air Conditioning

Overtime Heat

Janitorial Request

Freight Elevator

Vendor Access Only

**** 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)

Sprinkler - Drain Down

Isolate Floor Fire Alarm System

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: _____