

# TENANT BULLETIN

## 2021 Tenant Contractor and Supplier Access Form & Bicycle Parking Agreement

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### Work Permit

In order to provide a safe environment for all, access for Contractors, Suppliers, Deliveries, etc. are managed through a Work Permit.

The Work Permit encompasses access for deliveries, couriers, caterers, etc., and any work that is being completed within Tenant space.

Please see below for instructions on how to complete this form:

### For Deliveries, Couriers and Caterers:

- To be completed by Tenants to provide specified access for couriers, deliveries, caterers, etc.
  - Examples include office supply deliveries, paper shredding companies, visual inspections, catering companies, coffee supplies, and couriers.
- Should you wish to have the Shipping & Receiving team provide the courier/supplier with an access card, eliminating the requirement for them to check in with Security, please indicate “S&R Access Card” on the form as shown below:

Contractor company name:		Telephone:
Contractor onsite representative first and last name:		Email address:
Work start date dd-mm-yyyy:	Work finish date dd-mm-yyyy:	Time of Access (eg. 8am-5pm Mon-Fri: 24/7):

Location, description and scope of work:

### S&R Access Card


- To save you time and effort, access for individual Vendors can be blanketed for a calendar year period (e.g. January 1 – December 31, 2021) instead of having to submit multiple work permits.
- Please ensure the Contractor or signing authority from the Tenant’s company sign in the Signature field, in the top portion of the form.

Signature (acknowledging Work Permit Terms and Conditions, including Prime Contractor Status):

- This signature is required, acknowledging the Work Permit Terms and Conditions, and Prime Contractor Status.

### For Work:

- To be completed by Tenants to provide access to Contractors for any “work” that is occurring within the Tenant premises.
  - Work is defined as, but not limited to, the following: carpet cleaning, construction, painting, furniture/personnel moves, electrical work, mechanical work, printer/copier maintenance, appliance repairs, audio-visual requirements, plant maintenance, etc.

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- The work permit for carpet cleaning, printer/copier and plant maintenance vendors can be blanketed for a calendar year period (e.g. January 1 – December 31, 2021).
  - With the exception of the vendors listed above, all work permits are subject to a 30-day limit. Should access be required for longer than 30 days, an additional work permit must be completed.
  - Please ensure the Contractor or signing authority from the Tenant's company sign in the Signature field, in the top portion of the form.

*Signature (acknowledging Work Permit Terms and Conditions, including Prime Contractor Status):*

- This signature is required, acknowledging the Work Permit Terms and Conditions, and Prime Contractor Status.

Kindly note that all existing Work Permits will expire December 31, 2020.

For contractor/delivery access in 2021, it is important that QuadReal receives any work permits prior to January 1, 2021 for processing. Should Security not have a completed Work Permit on file, access to the Contractor will be denied.

### **Bicycle Parking Agreement**

Bike cage access will only be provided to tenants that have a Bicycle Parking Agreement completed. The agreement will need to be submitted annually and expires at the end of the calendar year.

This program has been introduced to ensure that all access to the bike cage and the contents within are securely tracked and monitored.

Should you require access to the bike cage, please have the bicycle parking agreement completed and submitted to Susan Blackwell, Access Control Coordinator, at [accesscontrol.calgary@quadreal.com](mailto:accesscontrol.calgary@quadreal.com).

Kindly note that access to the bike cage will be removed from the access cards of all tenants that did not submit a completed bicycle parking agreement by Monday, January 11, 2021.

Should you have any questions or concerns, please contact Ronald Cheung, Assistant Property Manager, at [ronald.cheung@quadreal.com](mailto:ronald.cheung@quadreal.com) or 403-202-7910.

Best Regards,

