



Security Clearance Form

Tenant: _____

Contractor: _____

Contractor Contact Name & Number: _____

Date(s) work is to be performed: _____

(If this is for an on-going vendor such as UPS or FedEx, please note "On-going" in Date(s) field.)

Approximate Time: From: _____ A.M./P.M. To: _____ A.M./P.M.

Is contractor required to wear PPE such as facial mask? Yes: _____ No: _____

Will work affect the Fire Alarm System: Yes: _____ No: _____

Will any utilities need to be shut off: Yes: _____ No: _____

Workman will need access to the following areas:

Floor(s): _____ Tenant Suite #: _____ Conference Facility _____ Golf Lounge _____

Lobby: _____ Mechanical Room(s): _____ Roof: _____ Telephone Room(s): _____

WORK TO BE PERFORMED: _____

Tenant Approval: _____
(Print Name) (Signature) (Date of Request)

Property Management Approval: _____

Note: This form authorizes Security to allow contractor access to areas stated above but does not guarantee priority access upon arrival. Reservations for the loading dock and freight elevators are not guaranteed until property management has approved and executed this document, but approved documents do not guarantee priority over other reservations.

Please complete and return by 3 PM the day before your work is to be performed to:

**Banyan Street Capital
191 Peachtree Street, East Lobby – Suite 100
Phone (404) 221-0191
info@191peachtreetower.com**