

**JP MORGAN CHASE TOWER**  
**REQUEST FOR AFTER HOURS / WEEKEND SECURITY CLEARANCE**

**TENANT**  
 Requesting Clearance \_\_\_\_\_ Suite \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Daytime Telephone \_\_\_\_\_ After-hours Telephone \_\_\_\_\_

**CONTRACTOR**  
 Requesting Clearance \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Daytime Telephone \_\_\_\_\_ After-hours Telephone \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_

**ALL PERSONNEL ENTERING THE BUILDING AFTER HOURS MUST PRESENT A VALID FORM OF IDENTIFICATION.**

**Locations Requested (please check applicable):**

Loading Dock (for loading/unloading only, no parking)       Suite(s) \_\_\_\_\_  
 Freight Elevator (see below)       Other \_\_\_\_\_

Authorized Person(s) or Company \_\_\_\_\_  
 Description of Work to be performed \_\_\_\_\_  
 \_\_\_\_\_

**Freight Elevator Usage (please check one):**       Constant Usage/Frequent Trips (reservation required)  
     Infrequent Trips/As Needed

Date(s) Requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_

**Freight reservation requests cannot be guaranteed.** A representative of the Management Office may contact you to discuss freight elevator availabilities. Freight can be reserved from 6PM to 6AM, Monday through Friday and all weekends. Please make reservations at least two weeks in advance. All freight elevators require use of an access card after hours. Please visit the security console to check-out an access card with a valid identification. One card will be available per tenant or contractor group.

**Form Completed By:** \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO THE MANAGEMENT OFFICE AT 713-222-7828**

**For Office Use Only**

Approved by Hines Management \_\_\_\_\_ Date \_\_\_\_\_  
 S.E.# 1 2 3      Notes \_\_\_\_\_

