



SPECIAL REQUEST – SECURITY OFFICER

This Special Request Form should be used to confirm a request for an extra Security Officer to assist with deliveries, events and/or construction services. There is a 4-hour minimum and a 24-hour cancellation requirement. Charges will apply if request is cancelled less than 24-hours before the scheduled date. Extra Security Officers are required when the Loading Dock door must remain open after-hours for deliveries, events and/or construction services.

Tenant: _____ Person Requesting: _____

Date(s) Officer Is Needed: _____

Reason, e.g. Deliveries, Events, Construction Services: _____

Vendor/Contractor Representative (If Applicable): _____

Hours Required (4-Hour Minimum): _____

Areas to be Accessed:

Floor(s): _____ Suite(s) #: _____

Special Conditions / Requests: _____

PMO USE:

Approval: _____ Disapproval: _____

If disapproved, suggested alternative date/time: _____

SECURITY USE:

Date of Service: _____

Name of Officer Assigned: _____

Time of Arrival: _____

Time of Departure: _____

Comments: _____
