

## Johns Manville Plaza Dock Access Form

So that we won't have difficulty reading your information, please print or type your company information

Tenant Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Facsimile \_\_\_\_\_

### After Hours Authorized Tenant Contacts

Name \_\_\_\_\_ Title \_\_\_\_\_  
Home \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Home \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Home \_\_\_\_\_ Pager \_\_\_\_\_ Cell \_\_\_\_\_

If an employee lacks keys or cards necessary to access your suite, do **after hour contacts** want to be called to provide authorization? Or lobby attendants can log onto our access card program at the desk and confirm whether or not the employee has authorization to access your floor/suite. This can be used as a guideline to provide access if you choose. In order to do so, the employee would have to provide a driver's license for identification.

\_\_\_\_\_ **Call after hours contact for authorization**  
\_\_\_\_\_ **Use building system as a double check & provide access if employee's card is still activated.**

**Authorized Vendor List** Please list any vendors you would like to have authorized delivery access both during and after hours. You can specify "**After Hours**" next to those that you want to be granted access during off hours.

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If a vendor is **NOT** on your approved list, do you want to be called "after Hours" to provide authorization for dock/suite access?  
\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

Any vendor that you would like to have authorized access to make a delivery should be included on your list. Remember to include companies that provide overnight delivery services, delivery of office supplies, vending machine products, etc. Any changes to this form must be in writing and forwarded to our management office.