



# 100 EAST PRATT CONTRACTOR WORK PERMIT

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**This form is to be completed and returned to the management office to schedule any and all contractor work to be conducted in the building. If a work permit is not on file the contractor will not be permitted to enter the building.**

**All contractors must enter the building via the loading dock and sign in with security.  
Engineering or tenant representative is to be notified of their arrival prior to providing access to building areas.**

**If fire alarm is to be taken out of service – engineering and the security supervisor must be contacted 24 hours before the work is to start AND upon completion of the work.**

**“Hot Work” must be requested 48 hours in advance. If noted the form will be provided.**

**Contractors are responsible for clean up of all debris, re-seating of ceiling tiles etc.**

TODAY’S DATE \_\_\_\_\_ DATE OF SERVICE \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ONSITE CONTRACTOR NAME: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED:

NAME & PHONE NUMBER OF TENANT REPRESENTATIVE CONTRACTOR IS WORKING FOR:

ESTIMATED START \_\_\_\_\_

COMPLETION TIME \_\_\_\_\_

SIGNATURE OF  
CONTRACTOR \_\_\_\_\_

Has a COI been provided:	Y	N
Will there be “Hot Work”	Y	N
Will Contractor Work On Fire Alarm:	Y	N
Will Electrical Systems Be Opened:	Y	N
Will Contractor Work on Sprinkler System:	Y	N
Does Contractor Understand Building Rules & Regulations:	Y	N
Does the Contractor Understand the Buildings Fire Evacuation Procedures:	Y	N
Will the Contractor Generate DUST, Loud Noises or Odor Producing Work:	Y	N
Will the Contractor Need Access to Areas or an Escort:	Y	N

MANAGEMENT COMMENTS AND NOTES ON SPECIAL PROCEDURES

\_\_\_\_\_

MANAGEMENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_