



Management Office: (704) 625-5818 ~ Engineering Phone: (704) 625-5825 ~ Security Phone: (704) 375-9060
E-Mail Form To: hearsttower@cousins.com

HEARST TOWER DAILY ACCESS FORM

This form is to be filled out 24 hours in advance of any requested work efforts within the Hearst Tower facility. All daily access forms must be submitted no later than 2:00 PM on the business day prior to the requested access date & time and 2:00 PM on Thursday prior to any weekend activity including building structured holidays. All forms must be legible and filled out in their entirety before further form processing will be considered. Any forms not meeting these standards will be discarded and access will be denied. If during the course of the work effort the scope changes or extends beyond what is reflected on the approved access form, engineering must be notified before work continues and non approved deviations may result in work being stopped.

Contractors/Vendors Access Requestor Information

Customer/Client/Project Manager Information

Work Date: Start: _____ End: _____	Floors/Areas Access Requested	
Work Time: Start: _____ End: _____		
Company Name	Customer Name	
Contact Person	Contact Person	
Phone Number	Phone Number	
Emergency Number	Emergency Number	

Detailed Description of Work or Reason for Requested Access

Contractors/Vendors Access Requestors MUST Answer YES or NO to the following Questions

Contractors/Vendors Access Requestors MUST Answer YES or NO to the following Questions	Yes ☐	No ☐	The section below is to be checked off by Cousins personnel only.
Will any "Hot-Work" be performed (i.e. welding, soldering, pipe sweating, use of heat guns, etc...)?	☐	☐	FACP DEACTIVATION REQUIRED? YES ☐ NO ☐
Will any "Sprinkler System" relocation, testing, modifications, or sprinkler system construction work efforts take place?	☐	☐	FIRE WATCH REQUIRED? YES ☐ NO ☐
Will any "Fire Alarm Control System" device relocations, testing, modifications, or general system work efforts take place?	☐	☐	FACP (RED) LOG SHEET REQUIRED? YES ☐ NO ☐
Will any core drilling, hammer drilling, sanding, spray applications (i.e. painting, Zolatone, insulate on etc...) work efforts take place?	☐	☐	PRE/POST RISK INSPECTION REQUIRED? YES ☐ NO ☐
Will any power sweeping, pressure washing, hard surface grinding, blowing, shop vacuuming, steam cleaning, heavy common area dusting, construction cleaning including heavy dusting and sweeping be performed?	☐	☐	HOT WORK PERMIT REQUIRED? YES ☐ NO ☐
Will any mechanical work efforts take place that include, the removal or handling of pressurized gases (i.e. refrigerant recovery), filter replacements, fluid draining, pneumatic work, restaurant hood maintenance, etc...?	☐	☐	MSDS SHEETS REQUIRED? YES ☐ NO ☐
Will any work take place that includes the additions of walls, doors, ceiling tile, installation of floor coverings, relocation of moveable walls, or relocation of office cubes in close proximity to any fixed fire alarm system notification devices?	☐	☐	SMP REQUIRED? YES ☐ NO ☐ SMP - _____
Will any electrical work including energizing of new circuits or equipment, breakers/panels, rough ins, tie ins, under raised floors, above ceiling, generator maintenance (i.e. load banking, maintenance runs), battery or battery string maintenance, shuffling of high energy electrical loads (i.e. UPS, PDU, Power Wrap, Power Tie Operations) take place?	☐	☐	
Will any fire rated floors, walls or ceiling require penetrating? If YES See Building Engineering for proper approvals and path.	☐	☐	
Is there any engineered drawings stamped, approved, and permitted? No electrical work including demolition, and/or installations shall take place without building approval of drawings/load studies/updated panel schedules, etc...	☐	☐	
Will any chemicals be used? (i.e.) solvents, glues, cleaners, lubricants, fuels, paints, stains, refrigerants, compounds, etc... Contractor/Vendor must provide MSDS sheets if requested prior to access form approval.	☐	☐	

Approval Team (Cousins only)

Engineer Signature Required

FACP Deactivation Stamp

Initials _____ Date _____	
Property Management _____	
Engineering _____	
Security _____	

Floors for Impairment



If you are a General Contractor or Supervising Contractor that will utilize more than one individual for project supervision over an extended period of time or shift changes, their information must be added in the spaces below.

Supervising GC/Contractor [Shift 1]	Office Phone Number		Cell Phone Number
Supervising GC/Contractor [Shift 2]	Office Phone Number		Cell Phone Number

Vendor/Sub-Contractor Participants List

Add names, numbers, emergency contact numbers to the list below as a replacement for generating (1) access document per vendor or sub-contractor. This will pertain to projects and construction that involves more than (1) participant. It is of the absolute importance that the access form document be filled out in full to include work scope and description per Vendor/Sub-Contractor.

Vendor/Sub-Contractor Name	Office Phone Number		Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number		Cell Phone Number
WORK SCOPE			
Vendor/Sub-Contractor Name	Office Phone Number		Cell Phone Number
WORK SCOPE			
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WORK SCOPE			
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WORK SCOPE			