

SOUTHWEST CORPORATE CENTER

SECURITY CLEARANCE INSTRUCTIONS FOR CONSTRUCTION

1. Submit Request for Security Clearance Form to the Management Office online at www.southwestcorporatecenter.com/tenant .
2. Standing Clearance: Submit a Request for Security Clearance Form listing yourself and your Subcontractors. This form is for standing clearance for the duration of the work. The form must be submitted before **3:30 p.m.** on the day preceding commencement of construction.
3. Additional Submittals
 - A Adjacent Spaces: **48 HOURS** prior to the work, submit a Request for Security Clearance Form for work in adjacent spaces. List only those who need access to adjacent space.
 - B Building Systems: **24 HOURS** prior to the work, submit a Request for Security Clearance Form for work affecting building operating systems.
4. Freight Elevator: Contact Building Manager to schedule the freight elevator at least **24 HOURS** in advance. Submit form to Property Manager.
5. Loading Dock: Contact Building Manager to schedule exclusive usage at least **24 HOURS** in advance.
6. It is your responsibility to inform your employees and Subcontractors of the rules and regulations regarding access to the project.
7. **BUILDING SECURITY WILL DENY ACCESS TO ANYONE NOT ON THE AUTHORIZED LIST.**