

TIME STARTED

DATE

TIME COMPLETED

REQUEST TO TAKE FLOOR/(S) OFFLINE CLASS "E" FIRE ALARM SYSTEM

THIS REQUEST MUST BE COMPLETED FOR ANY WORK CONDUCTED IN THE BUILDING, WHICH MIGHT AFFECT THE BUILDING FIRE ALARM SYSTEM, ANY SUPPLEMENTARY FIRE ALARM SYSTEM OR ANY FIRE SUPPRESSION SYSTEM.

PART I – The Tenant Representative must complete this section and submit to the Building Office, 48hours in advance for review and approval.

TENANT REQUESTING WORK:

FLOOR (S):

REQUESTED DATE:

START TIME:

COMPLETION TIME:

CONTRACTOR PERFORMING WORK:

SCOPE OF WORK:

PART II – The Contractor scheduled to perform the work must complete this section the day the work is performed and provide the FSD with a copy of the Contractors FDNY Certificate of Fitness (for any work that includes welding, soldering, cutting, brazing, heating metal, etc.).

CONTRACTOR

RESPONSIBLE PERSON

(REQUIRED UPON START)

TELEPHONE # OR BEEPER # TO

CONTACT WORKERS

RESPONSIBLE PERSON

(REQUIRED UPON COMPLETION)

PRINT / SIGN

(NOTE- If sign off is not completed with Fire Command, the Tenant will be responsible for any additional charges that may be incurred by not returning the floor online in the Class "E.")