

(See other side for instructions for use)



# Special Request (24 Hour Notice Required)

Hines Project Manager (if assigned): \_\_\_\_\_ Date: \_\_\_\_\_

**TENANT INFORMATION** Company name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Fax# \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR/VENDOR INFORMATION** Company name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone# \_\_\_\_\_

TOWER:  100  200  300  400  Podium  500  600  Millender  
 Marriott  Franklin Garage  River East Garage  Beaubien Garage  Other

Floors:		Date:	Start Time:	End Time:
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Scope of Work: <input type="checkbox"/> Additional Information Attached	
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### Nature of Request *(check only those that apply)*

<input type="checkbox"/> Isolate Sprinkler System	Start:	End:		
<input type="checkbox"/> Isolate Fire Riser	Start:	End:		
<input type="checkbox"/> Isolate Domestic Hot Water	Start:	End:		
<input type="checkbox"/> Isolate Domestic Cold Water	Start:	End:		
<input type="checkbox"/> Access to Electrical Closet	<input type="checkbox"/> LA	<input type="checkbox"/> LB (Data)	Start:	End:
<input type="checkbox"/> Isolation of Electrical Panel for Power Tie In	Start	End:		
<input type="checkbox"/> Request Security Officer	Start:	End:	Meeting Time:	Location:
<input type="checkbox"/> Engineer Assistance	(i.e. Core Drilling/Utility Water, Etc)			
<input type="checkbox"/> Utility Interruption	(i.e. Gas, Electric, Chilled Water, Etc.)			
<input type="checkbox"/> Impact or Possible Impact to GM Global Communication Rm	<input type="checkbox"/> Freight Elevator Access			
<input type="checkbox"/> Keys / Card Request	<input type="checkbox"/> Other:			

<b>Bill To:</b>	<input type="checkbox"/> Tenant:	<input type="checkbox"/> AR#:	<input type="checkbox"/> RHI Acct. No.:	<input type="checkbox"/> 26 Digit Acct.:
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### Office Use

Hines Request No:	
Additional CC:	
Approvals:	<input type="checkbox"/> Engineering <input type="checkbox"/> Retail <input type="checkbox"/> Prop. MGR <input type="checkbox"/> Tenant

NOTE: For requests that require Hines Engineering assistance or Renaissance Center Security, standard hourly rates apply.

(See other side for instructions for use)

Revised 3/5/2009

## **SPECIAL REQUEST FORM – INSTRUCTIONS FOR USE**

All coordination with the Landlord is handled through the use of the Special Request form. All request forms must be submitted to the Landlord from the Tenant, at least 24 hours prior to the start of any work. **More complicated requests will require more advanced notice; please plan work accordingly.** The Landlord will issue a Security Request in Adobe with a copy to the Tenant indicating approval, and then work can begin. Tenants are required to notify their contractor/vendor of approval. No work is to start prior to the Landlord's written approval.

This form should be submitted by the Tenant to the Hines Tenant Services Bureau via email at **engineering-detroit@hines.com** or fax at **313.568.5628**. Requests should only be submitted by a Tenant; any request submitted by a Contractor or Vendor will be rejected.

For larger projects where multiple Special Requests are expected, a Hines Project Manager will be assigned to coordinate directly with the Tenant. Call Hines at 313.568.5600.

Special Requests are required for the following work:

1. Connection to building utilities
2. Floor coring
3. Scheduling inspections and testing with the Landlord
4. Lock cores and keys
5. Access into areas outside lease lines
6. Access into Secured Building Areas (see below) including Electrical Closets, Phone Closets, Electrical Primary Rooms, Mechanical Equipment Rooms (MER), Mechanical Floors, Fire Pump Rooms, Fan Rooms, Generator and Generator Related Rooms
7. Scheduling delivery of over-sized items into the building
8. A request for special usage of an elevator
9. Notification to the Landlord of work to be performed after hours and/or on weekends
10. Any activity which requires a security officer to be present
11. Any item that is a disruption of public safety
12. Any item listed on the form
13. Any heat or spark producing activity
14. Any activity that may compromise, interfere with, or trigger Fire Alarm System
15. Installation of data, Internet, telephone, cable, radio frequency or security systems and associated wiring and devices.

### **Access into Secured Building Areas (including electrical/phone/data closets):**

This requires a Special Request form, a Hold Harmless Agreement (filed annually) signed by the contractor/vendor's authorized company signatory, as well as a Certificate of Insurance for the contractor/vendor providing the service within the Secured Building Area. See Hines Design and Construction Manual, Forms section; or Hines Tenant Information Manual, Forms section for blank Hold Harmless Agreement and minimum insurance requirements.

A Special Request will need to be provided each time access is requested, however the Hold Harmless Agreement and Certificate of Insurance will remain on file for one year for each contractor/vendor. If the access request is for a different contractor/vendor, a Hold Harmless Agreement and Certificate of Insurance for each company will be required.

*NOTE: For requests that require Hines Engineering assistance or Renaissance Center Security, standard hourly rates apply.*