



**Mississauga Executive Centre**  
 4 Robert Speck Parkway, Suite 260, Mississauga, ON  
 Tel: 905.275.5000 Fax: 905.275.5337

**WORK PERMIT REQUEST**

**Complete work permit in its entirety and submit 48 hours (2 Business Days) in advance. No work will be allowed to commence until the work permit has been approved by Building Management via email notification.**

**CONTACT INFORMATION**

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact Title \_\_\_\_\_

Date \_\_\_\_\_  
 Building No. \_\_\_\_\_  
 Suite No. \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**WORK DATES AND TIMES**

Weekday	Day	Month	Year

Start Time	Finish Time
_____ am _____ pm	_____ am _____ pm
_____ am _____ pm	_____ am _____ pm
_____ am _____ pm	_____ am _____ pm
_____ am _____ pm	_____ am _____ pm

**WORK DESCRIPTION (Provide as much detail as possible)**

\_\_\_\_\_  
 \_\_\_\_\_

**CONTRACTOR INFORMATION**

*If necessary, a separate list for subcontractors may be attached.*

	Company	Contact Person	After Hours Phone	WSIB	Insurance
Contractor					
Subcontractor					
Subcontractor					
Subcontractor					

**CONTRACTOR / TENANT NEEDS**

			Start Time	Finish Time
<sup>1</sup> Security to provide access to suite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
<sup>2</sup> Security supervision required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
<sup>3</sup> Service/Freight elevator required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
Available Times: Mon-Fri: 6:30am - 8:00am and after 5:00pm. 30min intervals during off peak business hours. Sat-Sun & Stat holidays: Anytime.				
<sup>4</sup> After hours HVAC (heating/cooling) required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
<sup>5</sup> After hours lighting required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
<sup>6</sup> Smoke by-pass required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
Available Times: Mon-Fri: 7:00am - 5:00pm (charges will apply from 5:00pm to 7:00am) Sat-Sun & Stat holidays: Anytime (Charges will apply)				
<sup>7</sup> Sprinkler impairment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm
Available Times: Mon-Fri: 7:00am -5:00pm (in addition to drain down fee, charges will apply from 5:00pm to 7:00am) No sprinkler impairments allowed on Sat-Sun & Stat holidays.				
Other _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ am _____ pm	_____ am _____ pm

- <sup>1</sup> Security personnel required to provide access (tenant representative is unavailable).
- <sup>2</sup> Security supervision will be provided at the rate of \$45 /hour (min. 4 hours) plus a 15% administration fee. Holiday and Overtime charges may apply.
- <sup>4</sup> After hours HVAC will be provided upon request at the rate of \$45 per hour plus a 15% administration fee.
- <sup>6</sup> Operations Staff will be required, after hours, at the rate of \$45 /hour (min. 4 hours) plus a 15% administration fee. Holiday and Overtime charges may apply.
- <sup>7</sup> Sprinkler Impairments are subject to a flat fee of \$325+HST per drain down.

**To be completed by building management only.**

	Additional Charges: (\$ x hrs)
Date _____	
<sup>2</sup> Security supervision:	\$45 x _____ = _____
<sup>4</sup> After Hours HVAC:	\$45 x _____ = _____
<sup>6</sup> Operations Fees:	\$45 x _____ = _____
<sup>7</sup> Sprinkler Impairment Fee:	\$325 _____
Administration Fees:	15% _____

Total

Work Permit Request to be submitted to [Joel.Victoria@colliers.com](mailto:Joel.Victoria@colliers.com), [Chris.Eversley@colliers.com](mailto:Chris.Eversley@colliers.com)  
[MECSecurityManager@colliers.com](mailto:MECSecurityManager@colliers.com), [Anthony.Kern@colliers.com](mailto:Anthony.Kern@colliers.com)