



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

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 _____ Date _____
Contact Name _____ Building No. _____
Contact Title _____ 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

¹ Security to provide access to suite? Yes No _____ am _____ pm _____ am _____ pm

² Security supervision required? Yes No _____ am _____ pm _____ am _____ pm

³ Service/Freight elevator required? Yes 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.

⁴ After hours HVAC (heating/cooling) required? Yes No _____ am _____ pm _____ am _____ pm

⁵ After hours lighting required? Yes No _____ am _____ pm _____ am _____ pm

⁶ Smoke by-pass required? Yes 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)

⁷ Sprinkler impairment required? Yes 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 _____ Yes No _____ am _____ pm _____ am _____ pm

¹ Security personnel required to provide access (tenant representative is unavailable).

² 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.

⁴ After hours HVAC will be provided upon request at the rate of \$45 per hour plus a 15% administration fee.

⁶ 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.

⁷ Sprinkler Impairments are subject to a flat fee of \$325+HST per drain down.

To be completed by building management only.

Date _____

Authorized by _____

Management Signature

Additional Charges: (\$ x hrs)

\$45 x _____ = _____

\$45 x _____ = _____

\$45 x _____ = _____

\$325 _____

Administration Fees:

Total _____

Work Permit Request to be submitted to Joel.Victoria@colliers.com, Chris.Eversley@colliers.com
MECSecurityManager@colliers.com, John.Ramos@colliers.com

