

**CONTRACTOR NOTICE FORM - 1875 K STREET**  
**To Advise Property Management of Work**  
**Being Performed in your Suite**

**YOUR FIRM'S INFORMATION:**

Your Firm: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Suite #: \_\_\_\_\_

Contact Information  
for person  
coordinating work: \_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contractor Doing Work: \_\_\_\_\_

Dates: \_\_\_\_\_

Contractor Name & Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Times: \_\_\_\_\_  
(see Note below)

Area Working: \_\_\_\_\_

Will contractor need freight elevator? \_\_\_\_\_

Will contractor need access  
to loading dock? \_\_\_\_\_

How many workers will contractor send? \_\_\_\_\_

Will workers be in uniform? \_\_\_\_\_

Description of Work: \_\_\_\_\_  
(also attach proposal/contract from contractor) \_\_\_\_\_  
\_\_\_\_\_

What supplies/materials will your  
contractor use?: \_\_\_\_\_  
(i.e. latex paint, carpet steam cleaner, etc.)

**ADMINISTRATIVE**

Have you provided the Management Office with Certificate of Insurance from contractor? \_\_\_\_\_

Have you provided vendor with Rules & Regulations? If so, have they read & acknowledged them? \_\_\_\_\_

Your Name and Signature: \_\_\_\_\_

**Note:** If work is being performed after normal business hours, someone from your office will need to provide contractor with access to your suite.