

Zelia LLC

1450 Poydras Street – Benson Tower

CONSTRUCTION WORK NOTICE

Check one: _____ Management Office Today's Date: _____
 _____ Engineering Department Re: _____
Project: _____

Project Manager: _____
Cell Number: _____
Office Number: _____

The following is a list of contractor/subcontractors who will require building access to the above referenced space on the following dates and times. A certificate of insurance must be on file with the building office prior to commencement of project.

Contractor/ Subcontractor	Contact	Emergency Number	Date & Time

The project manager/superintendent will be on site as follows:

PM: _____

SUP: _____

Description of work: _____

Engineering Department required: Yes No If yes, explain:

Freight Elevator and/or dock required: Yes No If yes, explain:
