

**UNION BANK PLAZA
VENDOR/GUEST ACCESS REQUEST
(213) 550-2620 Fax**

Tenant Name: _____

VENDOR/GUEST NAME(S)	DATE ON SITE	ARRIVAL TIME	DEPARTURE TIME	FLOOR(S) TO ACCESS	CERT. OF INS.

Freight Elevator Reservation Time: _____

Freight & Loading Dock to Load and Unload Equipment Only

Special Instructions:

Tenant Authorized Signature Management Authorization Date

For Security Use Only	Time On	Time Off	Work Order #
Freight Operator			

Freight reservation hours are from 6:00 p.m.-12:00a.m. and 2:00 a.m.-6:00 a.m. Freight is unavailable from 12:00 a.m.-2:00 a.m.
Freight dimensions are as follows: **Width: 7'9"**, **Height: 7'6"**, **Depth: 5'2"**, **Extended ceiling height: 10'6"** (rear of cab), **Door opening dimensions: 4'0" w x 7'0" h.** **Maximum weight limit: 4,000 lbs.**