

VENDOR REQUEST FORM
140 BROADWAY

MANAGEMENT USE ONLY

- 140 BROADWAY CALENDAR
- BUILDING ENGINES

E-mail address: operations@140bway.com
Property Management Office Hours: Mon-Fri (8am to 5pm)
Main Line: (212) 943-1500

Floor: _____

Tenant Name: _____

Today's Date: _____

Contractor(s): _____

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

PLEASE SELECT ACTION:

- | | |
|--|---|
| <input type="checkbox"/> Overtime Air Conditioning | <input type="checkbox"/> Overtime Heat |
| <input type="checkbox"/> Vendor Access Only | <input type="checkbox"/> Freight Elevator |
- ** Please note: 24 hour advanced freight cancellation notice is required. Otherwise, minimum charges will apply.**

System Shut Down (check appropriate boxes and describe work below)

- | | |
|--|--|
| <input type="checkbox"/> Sprinkler - Drain Down | <input type="checkbox"/> Isolate Entire Floor – All devices (Demo) |
| <input type="checkbox"/> Isolate Domestic Water Supply | <input type="checkbox"/> Isolate Water Flow for Sprinkler Drain |
| | <input type="checkbox"/> Isolate Smokes |

Deactivation Date: _____ Reactivation Date: _____
Deactivation Time: _____ Reactivation Time: _____

Please call the Property Management office to confirm approval

Description of Work:

Authorized Vendor Approval: _____

Building Management Approval: _____