

**900 Ashwood Parkway**  
**AUTHORIZED ACTIVITY REPORT**

*Contractors and Tenants shall complete the following details and return to the Management Office 24 hours prior to request time. All contractors and vendors must provide the management office with a current Certificate of Insurance 24 hours in advance.*

*ALL after hours work requires this signed activity report documentation.*

Attention (Circle all that apply):

Property Management

Engineering

Security

**Tenant Information:**

Tenant Name & Suite Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_

Tenant Contact Number: \_\_\_\_\_

**Contractor/Vendor Information:**

Contract/Vendor Name \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of Work/Services:

\_\_\_\_\_  
\_\_\_\_\_

What day do you need access: \_\_\_\_\_

Beginning Time of Access: \_\_\_\_\_

Ending Time of Access: \_\_\_\_\_

Do you need smoke detectors disabled?      Yes      No

**Does the Management Office have current Certificate of Insurance on file (this is required before allowing access to contractors/vendors)?** \_\_\_\_\_

**Tenant Signature/Date:** \_\_\_\_\_

**Management Approval/Date:** \_\_\_\_\_

**Engineering Approval/Date:** \_\_\_\_\_