

After Hours Access Form

Centre		Date & Time	
Access requested by	Base Building <input type="checkbox"/>	Retailer	<input type="checkbox"/>
Contractor Company			
Contact Name		Contact Number	
Location of Work			
Date & time of commencement		Date & time of anticipated completion	
Number of Personnel on site			
Description of Works			

General	Yes	No	Comments
Will access be required via the loading dock?	<input type="checkbox"/>	<input type="checkbox"/>	
Will large equipment or furniture be moved into the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Any electrical services alterations to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
Any electrical services alterations to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
Any fire services alterations to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
Any Hot works to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	

- Site Specific Safe Work Method Statements must be presented upon request by Centre Management
- If the loading dock and/or goods lift is required out of hours a security guard is required to be on site at the tenant's cost.
- All relative permits must be completed if any works are conducted on base building systems and or equipment, (e.g. hot works, roof access, confined space)

Agreement			
Agreement by Contractor Conducting the Work:			
Name of Contractor representative			
Signed		Date	
Sign off by AMPC Representative			
AMPC Representative			
Signed		Date	