

# MCKINNEY & OLIVE

## Security Clearance Request

Date(s) of work to be performed: \_\_\_\_\_

Time of access to be granted: From: \_\_\_\_\_ To: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Suite: \_\_\_\_\_ Phone: \_\_\_\_\_

## Vendor Information

Company Name: \_\_\_\_\_ dba: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

## Access Requested:

- Extended access to dock and freight elevators     Access to building telephone rooms  
 Access to building mechanical/electrical rooms     **Standing Clearance**

Other: \_\_\_\_\_

To avoid delays, please submit Security Clearance Requests at least 24 hours in advance. If access to another Tenant's space is required, authorization must be obtained from Building Management 72 hours in advance.

## Approval

Customer Approval- Signature \_\_\_\_\_ Date \_\_\_\_\_

Management Approval- Signature \_\_\_\_\_ Date \_\_\_\_\_

## Building Management Office Use Only

General Liability     Worker's Compensation    Initial: \_\_\_\_\_

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