



## Building Activity Notification Form

<b>Date of activity:</b>					
<b>Activity times:</b>	<b>Begin:</b>	AM    PM			
	<b>End:</b>	AM    PM			
<b>Tenant:</b>					
<b>Where:</b>		100	350	250	110
<b>Floor:</b>					
<b>Vendor:</b>					
<b>Certificate of Insurance on file?</b>		Yes	No		
<b>Describe activity or work to be performed:</b>					
<b>Security Resources Required: (loading dock, freight elevator, etc):</b>					
<b>Engineering Resources Required:</b>					
<b>Contacts and Phone Numbers:</b>		<b>Name</b>		<b>Phone</b>	
	1				
	2				
	3				
<b>Other Important Information:</b>					

\*\*Please email completed form to [tim.warren@ngkf.com](mailto:tim.warren@ngkf.com).\*\*