

Memorandum

To: 355 Alhambra Property Management Office
CC: 355 Alhambra Security & Engineering Departments
From :
Date:
Re: After Hours/Weekend Work Schedule

Tenant/Job: _____

We are requesting access for after hours or weekend work as follows:

Subcontractor/Employee	Floor	Tenant/Common Area	Dates	Time	Approved

Upon approval of the request, property management office will forward copies of this request to security and engineering.