

## **GATE PASS**

## **NEO**

		CONTROL NO.				
Unit No.:				Data	O Delivery	
Tenant:			_	Date:	Pull Out	
Carrier:			-		_ O Tun out	
NO.	. QUANTITY ITEM/S				REMARKS	
_						
Purpose:						
Service		Remarks by				
Elevator #:		Bldg. Admin :				
Dogwood by		Authorized by	Endorsed by	Approved by	Varified by:	
Requested by:		Authorized by:	Endorsed by:	Approved by:	Verified by:	
Carı	rier	Authorized Tenant Rep.	Prop./Chief Engr.	Property Manager	Guard On-duty & OIC	
		·	PRINTED NAME AND SIGNAT			
PM. Only allow through Friday. • Construction other tenants • Gate passes • The requestor	ed from Monday No releasing materials and in the hallway. should be secu. r shall be lian	of Gatepass on Saturda bulky office furniture s. red one day in advance, ble for any damage/s in	ay and Sunday. e deliveries are allowe	ed only during weekends	NEO	
NO. QUANTITY		ITEM/S			REMARKS	
			·			
_						
Purpose:						
	-					
Service		Remarks by				
Elevator # :		Bldg. Admin :				
Requested by:		Authorized by:	Endorsed by:	Approved by:	Verified by:	
Carrier		Authorized Tenant Rep.	Prop./Chief Engr.	Property Manager	Guard On-duty & OIC	
			DINTED NAME AND SIGNAT	IIDE	-	

## NOTE:

• Gate Passes are valid for one day only. Our Cut-off Time is 11:00 AM and 4:00 PM. Our release schedule: 12:00 NN and 6:00 PM. Only allowed from Monday

through Friday. No releasing of Gatepass on Saturday and Sunday.

- Construction materials and bulky office furniture deliveries are allowed only during weekends to avoid inconvenience to other tenants in the hallways.
- Gate passes should be secured one day in advance.
- $\hbox{\it \bullet The requestor shall be liable for any damage/s incur in the Service Lift during the exclusive use. }$