



3415 SEPULVEDA
Vendor Access Request / Notification

Please submit (1) one working day in advance and include the Vendor's COI certificate.
Submit telecomm (telephone / cable / internet) requests (1) one week in advance.

SUITE: _____ TENANT: _____

VENDOR NAME: _____

Date(s) of Access: _____

Hours requested: From: _____ To: _____

Description of services to be provided: ^[1]

Additional services:
Guard Service: _____
Freight Elevator Access: _____
Access to MPOE ^[2] _____

Other Special Requirements:

Authorized Tenant Contact: _____
Signed: _____ Date: _____
Email: _____ Phone: _____ x _____

Deliver or Email completed form and insurance certificate to:
The Swig Company Office: (310) 397-1200
3415 South Sepulveda, Suite 100 Los Angeles, California 90034
Email: sepcentermanagement@swigco.com
Cc: echan@swigco.com / sctemp@swigco.com

^[1] For telecommunication requests, please include the scope of work as submitted by the vendor - specify type of equipment / cable / conduit.

^[2] Use the building electrician for all work requiring access to the MPOE room.