



Queen's Park West

ELEVATOR ACCESS TIMES

SECTION A REGULAR HOURS

We hereby request the elevators to provide public access to the _____ floor during the following times:

Monday: from ____:____ A.M. to ____:____ P.M.
 Tuesday: from ____:____ A.M. to ____:____ P.M.
 Wednesday: from ____:____ A.M. to ____:____ P.M.
 Thursday: from ____:____ A.M. to ____:____ P.M.
 Friday: from ____:____ A.M. to ____:____ P.M.

Note: The building's regular business hours are 8:00 A.M. to 6:00 P.M. Monday to Friday. These are the hours that the main entrance doors are open. The hours that the elevators access each floor cannot exceed these regular building hours. The building is closed on Saturday and Sunday, and on Statutory Holidays.

Note: On floors with more than one tenancy, building management will determine the regular elevator access times taking into consideration the regular business hours of the tenants located on that floor.

SECTION B SPECIAL TIMED EVENTS

We hereby request the regular elevator access times to the _____ floor be **VARIED** as follows:

Day of the week	Date	Elevator <u>Start</u> Time	Elevator <u>Lock-Off</u> Time
_____	_____, 20__	____:____ A.M./P.M.	____:____ A.M./P.M.
_____	_____, 20__	____:____ A.M./P.M.	____:____ A.M./P.M.
_____	_____, 20__	____:____ A.M./P.M.	____:____ A.M./P.M.
_____	_____, 20__	____:____ A.M./P.M.	____:____ A.M./P.M.

First day back to Regular Hours: _____, 20__
 day of the week date

Other instructions: _____

TENANT AUTHORIZATION

We hereby authorize the above regular elevator access times and/or timed events.

X _____
 authorized signatory

 date

 name and position