Vendor/Contractor Request for Legislative Building Dome Access

**About this form**: Vendors and other firms under contract to perform work on or in the Legislative Building Dome use this form to request access to the dome. See [Procedure FPS.01.02.P1](https://des.wa.gov/sites/default/files/public/documents/About/rules/CampusUse/ControllingAccessToDomeProcedure.pdf) Controlling and Monitoring Access to the Legislative Building Dome Part 2

|  |
| --- |
| **Project Information:** |
| Project Name:  |       |
| Project Manager:  |       |
| Phone Number:  |       |
| Email Address:  |       |
| **Contractor Information** |
| Company Name: |       |
| Employee Name: |       | *Signature* |
| Phone Number: |       |
| Email Address: |       |
| *\*****There is a fee for lost keys****!**The Requestor/Contractor is responsible for tracking the issued keys. If the Contractor fails to return or loses issued keys, they will be charged up for $100.00 for replacement costs. An audit of issued keys can be done at the Lock Shop’s discretion.* |
| **Reason for Access:**      |
| **Dates/Hours for Access:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |  |  |       |
| *Employee Name (please print)* |  | *Employee Signature* |  | *Date* |

|  |
| --- |
| ***Internal Use Only*** |
| Submitted By: |       |  |  |  |       |
|  | *Name* |  | *Signature* |  | *Date* |
| Reviewed By: |       |  |  |  |       |
|  | *Asset Management Program Manager* |  | *Signature* |  | *Date* |
| Recommendation: | [ ]  Approved [ ]  DeniedComments:       |
| Reviewed By: | *Bill Frare* |  |  |  |       |
|  | *Assistant Director**Facility Professional Services*  |  | *Signature* |  | *Date* |
|  | [ ]  Approved [ ]  Denied Comments:       |
| **Date Keys Received (by Contractor)**       **Date Keys Returned (by Contractor)**       |