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

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| --- | --- | --- |
| **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  Denied  Comments: | | | | | |
| Reviewed By: | *Bill Frare* | |  |  |  |  |
|  | *Assistant Director*  *Facility Professional Services* | |  | *Signature* |  | *Date* |
|  | | Approved  Denied  Comments: | | | | |
| **Date Keys Received (by Contractor)**       **Date Keys Returned (by Contractor)** | | | | | | |