

NASCAR PLAZA DAILY ACCESS FORM

This form is to be filled out **24 hours** in advance of any requested work efforts within the NASCAR Plaza facility. All daily access forms must be submitted no later than **2:00 PM** on the business day prior to the requested access date & time and **2:00 PM on Thursday** prior to any weekend activity including building structured holidays. All forms must be legible and filled out in their entirety before further form processing will be considered. Any forms not meeting these standards will be discarded and access will be denied. If during the course of the work effort the scope changes or extends beyond what is reflected on the **approved** access form, engineering must be notified before work continues and non approved deviations may result in work being stopped.

Contractors/Vendors Access Requestor Information

Tenant/Client/Project Manager Information

Work Date: Start: _____ End: _____		Floors/Areas Access Requested	
Work Time: Start: _____ End: _____			
Company Name		Tenant/Client Name	
Contact Person		Contact Person	
Phone Number		Phone Number	
Emergency Number		Emergency Number	

Detailed Description of Work or Reason for Requested Access

	Certificate of Insurance on file? YES <input type="checkbox"/> No <input type="checkbox"/>

Contractors/Vendors Access Requestors MUST Answer YES or NO to the following Questions

Shaded section below is to be check off by Building Management personnel only.

Will any "Hot-Work" be performed (i.e. welding, soldering, pipe sweating, use of heat guns, etc...)?	YES <input type="checkbox"/> No <input type="checkbox"/>	FACP DEACTIVATION REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any "Sprinkler System" relocation, testing, modifications, or sprinkler system construction work efforts take place?	YES <input type="checkbox"/> No <input type="checkbox"/>	FIRE WATCH REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any "Fire Alarm Control System" device relocations, testing, modifications, or general system work efforts take place?	YES <input type="checkbox"/> No <input type="checkbox"/>	FACP (RED) LOG SHEET REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any core drilling, hammer drilling, sanding, spray applications (i.e. painting, Zolatone, insulate on etc...) work efforts take place?	YES <input type="checkbox"/> No <input type="checkbox"/>	PRE/POST RISK INSPECTION REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any power sweeping, pressure washing, hard surface grinding, blowing, shop vacuuming, steam cleaning, heavy common area dusting, construction cleaning including heavy dusting and sweeping be performed?	YES <input type="checkbox"/> No <input type="checkbox"/>	HOT WORK PERMIT REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any mechanical work efforts take place that include, the removal or handling of pressurized gases (i.e. refrigerant recovery), filter replacements, fluid draining, pneumatic work, restaurant hood maintenance, etc...?	YES <input type="checkbox"/> No <input type="checkbox"/>	MSDS SHEETS REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/>
Will any work take place that includes the additions of walls, doors, ceiling tile, installation of floor coverings, relocation of moveable walls, or relocation of office cubes in close proximity to any fixed fire alarm system notification devices?	YES <input type="checkbox"/> No <input type="checkbox"/>	SMP REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> SMP - _____
Will any electrical work including energizing of new circuits or equipment, breakers/panels, rough ins, tie ins, under raised floors, above ceiling, generator maintenance (i.e. load banking, maintenance runs), battery or battery string maintenance, shuffling of high energy electrical loads (i.e. UPS, PDU, Power Wrap, Power Tie Operations) take place?	YES <input type="checkbox"/> No <input type="checkbox"/>	UL CLASSIFIED FIRE STOP SYSTEM UL# _____
Will any fire rated floors, walls or ceiling require penetrating? If YES See Building Engineering for a Fire and Smoke Barrier Penetration Permit	YES <input type="checkbox"/> No <input type="checkbox"/>	FACP W/O TRACKING NUMBER
Is there any engineered drawings stamped, approved, and permitted? No electrical work including demolition, and/or installations shall take place without building approval of drawings/load studies/updated panel schedules, etc...	YES <input type="checkbox"/> No <input type="checkbox"/>	HST-
Will any chemicals be used? (i.e.) solvents, glues, cleaners, lubricants, fuels, paints, stains, refrigerants, compounds, etc... Contractor/Vendor must provide MSDS sheets if requested prior to access form approval.	YES <input type="checkbox"/> No <input type="checkbox"/>	

Approval Team (Parkway only)

Engineer Signature Required

FACP Deactivation Stamp

<table border="0"> <tr> <td><i>Initials</i></td> <td><i>Date</i></td> </tr> <tr> <td>Property Management _____</td> <td></td> </tr> <tr> <td>Engineering _____</td> <td></td> </tr> <tr> <td>Security _____</td> <td></td> </tr> </table>	<i>Initials</i>	<i>Date</i>	Property Management _____		Engineering _____		Security _____		
<i>Initials</i>	<i>Date</i>								
Property Management _____									
Engineering _____									
Security _____									

Floors for Impairment

If you are a General Contractor or Supervising Contractor that will utilize more than one individual for project supervision over an extended period of time or shift changes, their information **must** be added in the spaces below.

Supervising GC/Contractor [Shift 1]	Office Phone Number	Pager/Nextel	Cell Phone Number
Supervising GC/Contractor [Shift 2]	Office Phone Number	Pager/Nextel	Cell Phone Number

Vendor/Sub-Contractor Participants List

Add names, numbers, emergency contact numbers (i.e.) Nextel/Pager numbers to the list below as a **replacement** for generating (1) access document per vendor or sub-contractor. This will pertain to projects and construction that involves more than (1) participant. It is of the absolute importance that the access form document be filled out in full to include work scope and description per Vendor/Sub-Contractor.

ABC Contractors	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			
	000-000-0000	00000	000-000-0000
Vendor/Sub-Contractor Name	Office Phone Number	Pager/Nextel	Cell Phone Number
WORK SCOPE			

NASCAR PLAZA LOADING DOCK INFORMATION

- Location
 - The loading dock is located at 550 South Caldwell Street, before the entrance to the monthly parking garage for NASCAR Plaza.

- Hours
 - The loading dock receiving hours are as follows:
 - Monday – Friday: 6:00am – 6:00pm
 - Saturday: 6:00am – 12:00pm
 - Sunday : As Needed
 - After Hours – please call NASCAR Hall of Fame security at 704-654-4480.
 - *Receiving hours are subject to change due to HOF and Convention Center event schedules.

- Size and Access Restrictions
 - Tractor trailer clearance height : 13'6
 - Trailers must be shorter than 48'
 - Due to the excessive pitch of the entry ramp, **'low boy' trailers are not allowed.**
 - **Sleeper cabs will not be given access** as there is not enough room to turn around in the dock.
 - Tractor trailer trucks **must** pull into the loading dock for access.
 - Tractor trailer trucks may pull out or back out of the loading dock when leaving.
 - When exiting, trucks **must** move the rear axles of the trailer all of the way to the rear of the vehicle. Additionally, deflate air shocks at rear axle if available.
 - There is one freight elevator that services the office tower, elevator **S4**. It is located at the west end of the dock.
 - **Service elevator specifications:**
 - Door – 4' x 8'
 - Interior – 5' 6" wide, 7'6" deep, 9'6" tall and 12" diagonally
 - Capacity – 4,500 lb weight limit

- Contact for Deliveries
 - NASCAR Plaza/Tower security: 704-208-5399
 - NASCAR Hall of Fame/NHOF security: 704-654-4480