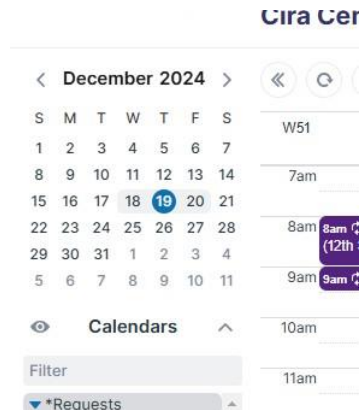# CIRA CENTRE TEAMUP - REQUEST SUBMITTER INSTRUCTIONS

Please note a valid COI <u>must</u> be on file with Property Management <u>PRIOR</u> to all contractor access submissions.

1. Access the Cira Centre Calendar using your specific URL and password (provided to you by Cira Centre Property Management team).
2. On the left side of the screen, select the date you wish to submit a request for (this will be <u>the date that access is needed</u>, not the date you submit the request).

3. Once the date has been selected, hover your mouse over white space on the calendar, <u>NOT</u> over top of an existing calendar item. Click once and a <u>BLANK</u> form will open.
   a. **"Enter the event title…" Field**:

For General Contractor Access, please input "GENERAL ACCESS: "VENDOR COMPANY NAME""

For Loading Dock and/or Freight Access, please input "LOADING DOCK & FREIGHT: "VENDOR COMPANY NAME""

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b. Verify the **From** and **To** dates.
    i. Please always ensure that the "All Day" check box is <u>always unchecked, unless instructed otherwise by Property Management</u>.
    ii. If the event is reoccurring, please check "Repeats" and select the proper repeating sequence. Click the green "Done" button.

c. **<u>Skip Reminders. It should automatically be defaulted to 0. If not, please contact Property Management.</u>**

d. **Calendar:** Select the correct calendar that corresponds with your request (Loading Dock & Freight Access Calendar for loading dock/freight requests & Vendor/Contractor Access Calendar for General Access requests).

e. **Requested By – Company:** Input submitter's company name. (If you are a contractor, please input the company's name of whom you are servicing.)

f. **Requested By – First/Last Name:** Input submitter's first and last name here. (If you are a contractor, please input the company representatives' name of whom you are servicing.)

g. **Requested By – Email:** Input submitter's email address here. (If you are a contractor, please input the company representatives' email of whom you are servicing.)

h. **Requested By – Phone:** Input submitter's phone number here. (If you are a contractor, please input the company representatives' phone number of whom you are servicing.)

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i. **Floor(s):** Input which floor numbers or areas of the property that the vendor/contractor(s) will require access to. (If required areas are beyond tenant's space, approvals will vary based upon building activity.)

j. **Vendor/Contractor – Company**: Input the name of the company that will perform service and/or require access. (If you are a contractor, please input your company's name.)

k. **Vendor/Contractor – Name**: Input the contact's name for the vendor/contractor. (If you are a contractor, please input your name.)

l. **Vendor/Contractor – Phone**: Input a phone number for the contractor. (If you are a contractor, please input your phone number.)

m. **# of Workers On-site:** Input the number of workers that will arrive at the property. An approximate number is acceptable.

n. **Truck Size:** Click on "Select or Type" and a list of options will display in a dropdown menu.
   i. If **no vehicle** will be entering the loading dock, select **"Not Applicable".** Otherwise, select one of the remaining 3 options.
   ii. If you select **Other**, please describe the vehicle in the "Description/Scope of Work" field below.


o. **Date COI Submitted to Property Management:** Input the date the COI for the contractor was submitted. (If you are attaching the COI to this request, please input today's date.) **Please note a valid COI <u>must</u> be on file with Property Management <u>PRIOR</u> to all contractor access submissions.** Please input a valid date the vendor's COI was submitted unless instructed otherwise by Property Management.

p. **Description/Scope of Work:** Input the scope of work for the access requested. As previously mentioned, if "Other" was selected for truck size, first explain the size of the truck in this field

q. **Shutdowns Required:** <u>Unless you are a contractor or have been advised by your contractor, please select "Not Applicable". Our engineers will determine and approve based upon valid necessity.</u>

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    r. **(Optional) Comments:** If you wish to add any other information or comments to the request, click "Add Comment".

        i. Input your **Name,** then **Email address** and **comment(s).**

        ii. Click the green "Save" button below the comment text box.

    s. **Attachments**: Select "Upload" to attach a valid COI for the vendor/contractor. Please attach other important documents in the same manner, i.e., photos, etc.

    t. <u>Once all fields are populated, scroll up to the top of the form and click the green "Save" button.</u>
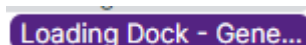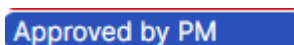
✕

✓ Save

⚙ Options ▾
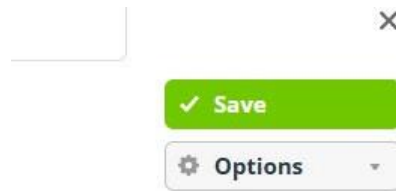
4. **How will I know if the request has been approved?**

    You will notice the calendar is color coded. Depending on the type of request, your submission will start off either brown or orange as shown below.

*Submitted Loading ...
*Submitted Vendor/C...
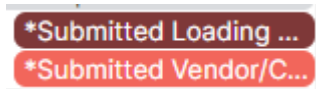
Once approved by PM, it will turn out blue or purple, as shown below.

Approved by PM   Loading Dock - Gene...

Please note, this calendar will be monitored daily throughout operative hours. If we cannot approve the request, Property Management will reach out via email.