| **CAPITAL PROJECTS** |
| --- |
| **Request No.** | Insert Number |  |  | **Date** | Insert Date |
| **Project** | Project Name | **Project No.** | Project Number  | **YYC Contract No.** | Contract No. |
| **YYC PM&cell** | Choose a manager. | **Prepared by** | Insert Name & Phone Number | **Company Job No.** | Company Job No. |
| **TENANT/OTHER PROJECTS** |
| **Request No.** | Insert Number |  |  | **Date** | Insert Date |
| **Company/Tenant** | Company/Tenant Name | **Contact Name** | Insert Name | **Contact Phone No.** | Insert Phone No. |
| **Billing Address** | Insert Address | **YYC Contact** | Insert YYC Contact Name | **CIP No.** | CIP Number  |
|  |
| *Security Escort Request Forms must be submitted to* *SecurityRequest@yyc.com* *and CorpEmgr@yyc.com* ***at least 48 hours prior to scheduled work****.* ***If your Security Request form is not submitted correctly, it will NOT be processed.*** |

**ESCORT REQUIREMENTS**

*Transport Canada Regulates that while security escorting in concourses after preboard screening and passengers are present, a one security escort to three persons (1:3) ratio must be maintained. If no passengers are present (ie. Hoarding area), this ratio increases to 1:10. Vehicle escorting to and from the ATB Apron requires 1:3 ratio of vehicles. Final escort numbers will be determined by the Corp of Commissionaires, if you have any questions regarding escorts numbers please contact Henry Noll at (403)735-7420.*

**Corp of Commissionaires to confirm escort requirement availability to SecurityRequest@yyc.com and the Project Manager via email.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date** | **Time** | **#People&Vehicles** | **Meeting Place** | **# of Escorts** | **Task & Location** |
| 1 | Click to enter date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 2 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |
| 3 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |
| 4 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |
| 5 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |
| 6 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |
| 7 | Insert one date per line | Insert Time | #ppl&veh | Meeting Place | # escorts | Please provide scope and location of work. |

***Safety/Security – All Persons/Equipment accessing restricted areas must do so under the care and control of security escorts, this means contractors shall not be left unattended at any time while located in a restricted area. All persons require a security pass and must present valid Government Issued photo identification in order to receive the security pass.***

**ON-SITE CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Company** | **Phone Number** |
| 1 | Enter additional contact name | Enter Company Name | Insert phone number |
| 2 | Enter additional contact name | Enter Company Name | Insert phone number |
| 3 | Enter additional contact name | Enter Company Name | Insert phone number |
| 4 | Enter additional contact name | Enter Company Name | Insert phone number |
| 5 | Enter additional contact name | Enter Company Name | Insert phone number |
| 6 | Enter additional contact name | Enter Company Name | Insert phone number |
| 7 | Enter additional contact name | Enter Company Name | Insert phone number |

**Please Indicate Work Area & Security Escort Location (mark up):**

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