BUILDING SERVICES SHUTDOWN REQUEST
Marriot Hotel

For Office Use Only
Permit #

Today's Date:

Original Request: ☐
Revised Request: ☐

Send Request To: Planning & Engineering

Email: permits@yyc.com

Project Name:

Project Number:

Calgary Airport Authority Contact:

CIP Number:

Company Requesting Shutdown:

Contact Name:

Email:

Phone:

Cell:

Sub-trade Performing Work:

Contact Name:

Phone:

Cell:

Scope of Work to be Completed (please describe):

IF WORK INVOLVES CUTTING, GRINDING, WELDING, SOLDERING OR PERFORMING ANY WORK INVOLVING FLAME, SPARK, SMOKE, OR DUST CLOUD, PLEASE COMPLETE THIS PAGE & HOT WORK PERMIT.

System Shutdown Requested:

- ☐ Sprinkler System
- ☐ Domestic Water System
- ☐ Chilled Water System
- ☐ Heated Water System
- ☐ HVAC System
- ☐ BMS Controls
- ☐ Other (please describe):
- ☐ Electrical Distribution
- ☐ Fire Alarm System
- ☐ Telecommunications
- ☐ Security Alarm System
- ☐ X-ray/Coring

Worksite Location:

Room/Grid#:
See Grid Map on next page

- ☐ Utilities Level
- ☐ Arrivals Level
- ☐ Departures Level
- ☐ Mezzanine Level
- ☐ Penthouse
- ☐ Penthouse Roof
- ☐ Tower – First Floor
- ☐ Tower – Second Floor
- ☐ Tower – Third Floor
- ☐ Tower – Fourth Floor
- ☐ Tower – Fifth Floor
- ☐ Tower – Sixth Floor
- ☐ Tower – Seventh Floor

Security Escort Required: ☐ Yes ☐ No

If yes, submit Security Escort Form (see YYC.com)
Request Submitted ☐

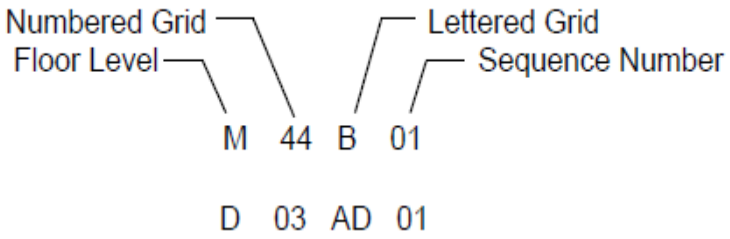
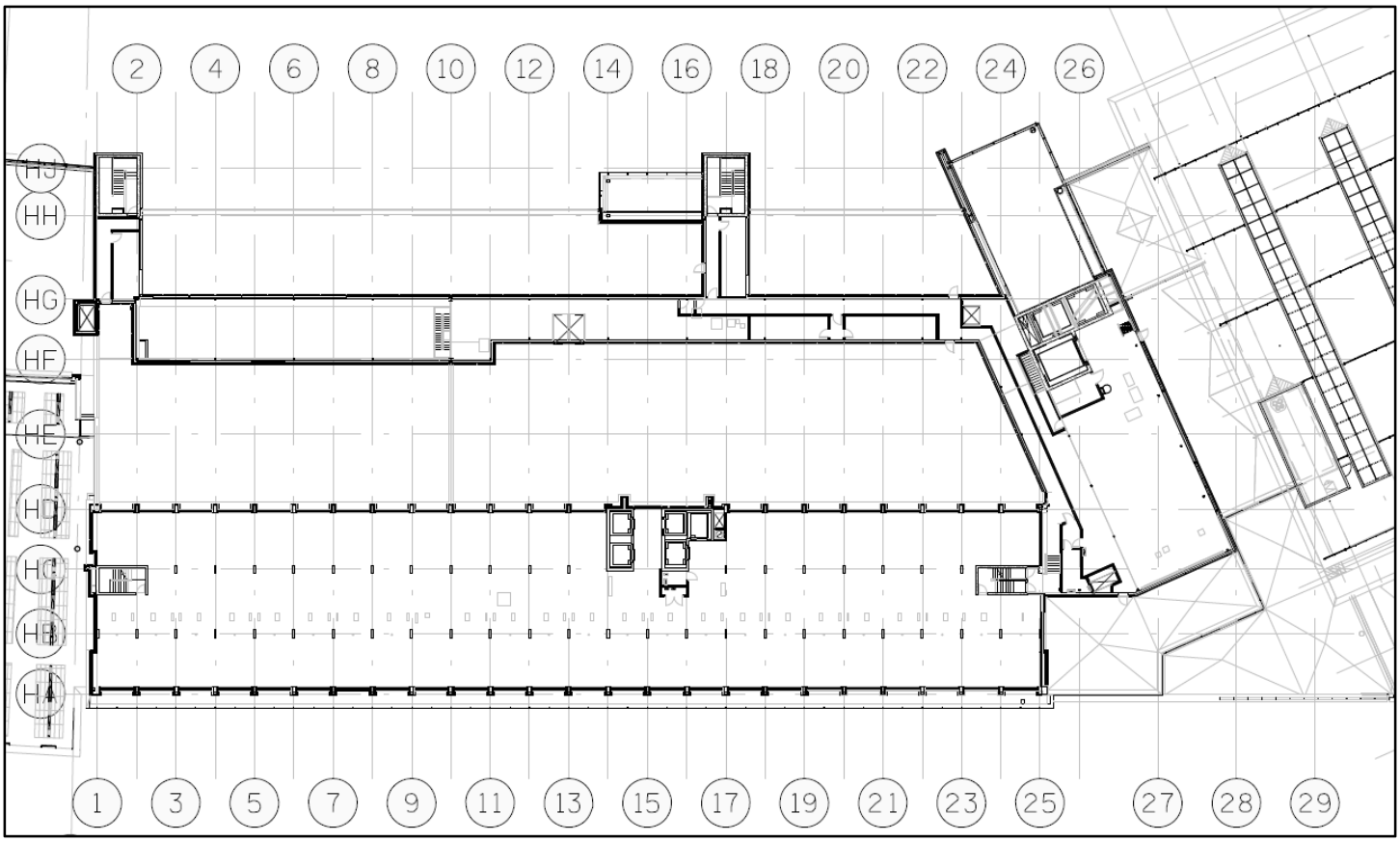
Requested Date of Shutdown:
Maximum 1 month

Start Date: End Date:

Requested Time of Shutdown:
24 hour clock

Start Time: End Time:

MARRIOTT HOTEL
ROOM NUMBER & GRID LAYOUT



DESIGNATION	LEVEL
U	Utilities
A	Arrivals
D	Departures
M	Mezzanine
P	Podium
H1-H7	Hotel Tower (Floor level and grid number separated by a dash)
HP	Hotel Penthouse
R	Roof