



METROPOLIS at metrotown

WORK REQUEST FORM

In accordance to the Leases, Tenant work can commence only with the prior written consent of the Landlord. Tenants should not schedule any work with contractors until they have received Landlord approval. To apply for Landlord approval, please submit the following (3) items and allow minimum of (2) business days for the Landlord to receive and review your documents:

- 1). The Work Request Form completed and signed.
- 2). Contractor's valid WorkSafeBC Clearance Letter for the Province of BC, or valid exemption confirmation from WorkSafeBC.
- 3). Contractor's valid Certificate of Commercial General Liability Insurance (no less than \$5 MILLION) indicating "IVANHOE CAMBRIDGE INC., IVANHOE CAMBRIDGE I INC., IVANHOE CAMBRIDGE II INC., IVANHOE CAMBRIDGE INC. – TOWER III, and GREATER VANCOUVER WATER DISTRICT" as additionally named insured.

Please send all (3) documents (as one package) to the attention of:

Charles Fleck
Property Manager
Email: charles.fleck@ivanhoecambridge.com
Main: (604) 438-4700 ext-311

Ivanhoe Cambridge – Administration Office
604 - 4720 Kingsway Burnaby, BC, V5H 4N2
Fax: (604) 438-3974

TENANT INFO

STORE NAME: Togo Sushi **UNIT #:** 339 **CONTACT:** Tom Park

PHONE: 604-818-1584 **EMAIL:** tompark81@hotmail.com

WORK DATE: march 2, 2017 **WORK START TIME:** 08:30h

WORK END TIME: 09:00h **SCOPE OF WORK:** Cleaning of Grease Trap

PRIME CONTRACTOR INFO

GENERAL CONTRACTING COMPANY: Grease Ducks Ltd.

CONTACT: Alex Collins **CELL:** 604-628-8881 **EMAIL:** acollins@greaseducks.com

EMAIL: same

(Authorized Signatory)

PRIME CONTRACTOR: Alex Collins

(Printed Name of Signatory)