



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

NOTE: The Tenant is to provide the name, contact info and signature of the "Prime" Contractor or by default Tenant shall assume the responsibility as the "Prime" Contractor.

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
ONSITE CONTACT: Same CELL: Same
EMAIL: same

PRIME CONTRACTOR: _____ (Authorized Signatory)

PRIME CONTRACTOR: Alex Collins (Printed Name of Signatory)