



BUILDING BRIDGES

Suite Alteration Request — Painting & Cosmetic Changes

Form MA-100 • Protocol for Tenant/Partner-Initiated Minor Space Changes

This form must be completed and submitted to Building Bridges for written approval prior to the start of any painting or other minor cosmetic change within a leased suite. **This protocol applies to minor, non-structural changes only. Projects involving structural, mechanical, electrical, plumbing, or other major construction work must follow the Landlord's separate Major Construction / Tenant Improvement Protocol and are not to be submitted on this form.**

1. SUBMISSION INFORMATION

Building / Property: Circle One	THEARC EAST/THEARC WEST/THEARC SOUTH	Suite / Unit #:	
Tenant / Partner Name:		Lease Reference #:	LEASE with Building Bridges Across the River
Requested By (Name):		Title / Company:	Building Bridges
Phone:		Email:	
Date Submitted:		Requested Start Date:	

2. SPECIFIC AREA(S) TO BE PAINTED

List every room, wall, or surface included in this request. Attach a floor plan with areas marked, if available.

Area / Room	Wall(s) / Surface (e.g., N wall, trim, ceiling)	Approx. Sq. Ft.	Current Color	New Color

3. PAINT COLOR & TYPE

Paint Brand:		Color Name / Number:	
Finish / Sheen:		Attach Color Swatch?	

Finish options: ☐ Flat ☐ Eggshell ☐ Satin ☐ Semi-Gloss ☐ Gloss ☐ Other: _____



4. CONTRACTOR / COMPANY INFORMATION

All work must be performed by a licensed, insured contractor. Attach a current Certificate of Insurance naming Building Bridges as additional insured.

Contractor / Company Name:		License # (if applicable):	
Contact Name:		Phone:	
Certificate of Insurance Attached?		Proposed Work Date(s):	

5. OTHER RELATED MINOR SUITE CHANGES

If this request also includes any other minor change to the suite that differs from the condition of the space at the time of the signed lease (e.g., flooring, lighting fixtures, non-structural fixtures, signage, minor millwork), describe below. **This form covers minor, non-structural changes only.**

6. TENANT / PARTNER ACKNOWLEDGEMENTS

- ☐ I understand this request applies to minor, non-structural changes only. Larger construction or renovation projects must be submitted under the Landlord's separate Major Construction / Alteration Protocol.
- ☐ I confirm that all work will be performed by a licensed and insured contractor, at the Tenant/Partner's sole expense, unless otherwise agreed in writing.
- ☐ I understand that no work may begin until this request has been reviewed and approved in writing by Building Bridges (the "Landlord").
- ☐ I agree that the space will be restored to its original condition at lease end unless the Landlord agrees in writing that the change may remain.
- ☐ I understand that work must comply with all applicable building codes, fire/life-safety requirements, and building rules and hours of operation.

7. TENANT / PARTNER AUTHORIZATION

Tenant / Partner Signature	Date
Print Name	Company



8. BUILDING BRIDGES — LANDLORD APPROVAL

For office use only. No work may begin until this section is completed and returned to the Tenant/Partner.

Decision: ☐ Approved as Submitted ☐ Approved with Conditions ☐ Denied

Conditions / Comments: _____

Building Bridges — Authorized Signature

Date

Print Name / Title

Approval Reference #