



Bellevue Collection Helistop Flight Operations

Bank of America Building roof 10500 NE 8th Street, Bellevue WA 98004



Firm requesting Helistop usage – initial call information				
Firm Name	Requesting Person's Name	Contact phone or email	Helicopter Make	Helicopter Model
Request Date	Request Time	Request Day of Week	N number of helicopter	
Expected Arrival Date	Expected Arrival Time	Expected Arrival Day of Week	Pilot Name	
Expected Departure Date	Expected Departure Time	Expected Departure Day of Week	Pilot Name	
Notes				
KDC representative authorizing use of Helistop				

Arrival Information – recorded by KDC Communications				
Landing Date	Landing Time (complete contact skids/wheels)	Shutdown Time (first indication engine shut-off)	# of occupants including pilot	N number of helicopter
Arrival Path (standard) or (otherwise). If other than standard, explain.				Pilot Name
Unusual operations and/or notes related to efficiency, safety or occupant requests. Note if the arriving helicopter Make / Model is not the same as originally authorized at the top of the form.				

Departure Information – recorded by KDC Communications				
Departure Date	Departure Time (complete de-contact skids/wheels)	Startup Time (first indication engine start)	# of occupants including pilot	N number of helicopter
Departure Path (standard) or (otherwise). If other than standard, explain.				Pilot Name
Unusual operations and/or notes related to efficiency, safety or occupant requests. Note if the departing helicopter Make / Model is not the same as originally authorized at the top of the form.				