BUILDING SERVICES REQUEST
Submit to Nicole McLean at nmclean@lpc.com.

REQUEST DATE: _______________

REQUEST FOR:
___ Overtime HVAC Services ($50 per hour or the amount stipulated in lease)
___ Bulk Trash Pick-Up
___ Maintenance Services ($90 per hour with a one (1) hour minimum)
___ Janitorial Services
___ Overtime Engineering ($90 per hour with a four (4) hour minimum)
___ Proximity Card ($5 each)
___ Key copies ($10 each)
___ Other

COMPANY INFORMATION:

Company Name: ________________________________________________

Suite Number: ________________________________________________

Requested By: ________________________________________________

Contact Person: ______________________________________________

Office Phone Number: _________________________________________

Emergency Phone Number (for after hour requests): __________________________

REQUEST INFORMATION: (Please be specific)
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Authorized By: (Print Name) ______________________________________

(Signature) ___________________________________________________

COMPLETED BY LINCOLN PROPERTY COMPANY:
W.O. Number: _______ Engineer: _______ Start Time: _______ Finish Time: _______
Other Information: ____________________________________________________________
Approved By: __________________________________ Date: ______________________