



1320 North Courthouse Road
Arlington, VA 22201

Updated 1/6/2022

BUILDING SERVICES REQUEST

REQUEST DATE: _____

REQUEST FOR:

_____ Overtime HVAC Services (\$60 per hour or the amount stipulated in your lease)

_____ Bulk Trash Pick-Up

_____ Janitorial Services

_____ Security Services

_____ Overtime Engineering (\$112 per hour Chief Engineer, \$68 per hour Building Engineer.) Tenant will always be charged a minimum of four (4) hours.

_____ Additional Datawatch Cards (\$10 per card.)

_____ Electricity Bill Back

_____ Other

COMPANY INFORMATION:

Tenant/Suite Number: _____

Requested By: _____

Contact Name and Number: _____

Emergency Phone Number *(for after hour requests)*: _____

REQUEST INFORMATION: *(Please be specific)*

Authorized By: *(Print Name)* _____

(Signature) _____

COMPLETED BY CUSHMAN & WAKEFIELD U.S., INC:

W.O. Number: _____ Engineer: _____ Start Time: _____ Finish Time: _____

Other Information: _____

Approved By: _____ Date: _____