



1320 North Courthouse Road  
Arlington, VA 22201

Updated 5/6/2019

**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 (\$96 per hour Chief Engineer, \$59.30 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: \_\_\_\_\_