

TENANT SERVICE REQUESTS

If you follow these procedures for requesting building services, we can provide you with an efficient response.

Log into the tenant request module at www.pmrequest.com anytime to leave a work request or any other type of request. This is the easiest way to report issues not only in your suite but around the building if you see something out of order or a bathroom needs attention.

You may also call or email the office but your response will be quicker if you use the automated system.

Give the following information:

- Tenant name and suite number
- Name of the individual calling
- Nature of request or problem
- Location on floor
- Contact number

Building Management staff will dispatch the proper personnel to service your requests.

Some services provided by our engineer and janitorial departments may have associated charges.

Please check with your main tenant contact before requesting special services. Charges may apply for keys, access cards, Engineering Labor, extra HVAC and extra cleaning.

TENANT AND LOBBY DIRECTORY SIGNAGE

To add or change names and/or headings on the lobby directory and/or suite and floor signage, please contact the