



## Building Services Request Form for Contractors

Complete this form and send to the Service Desk at [service@themart.com](mailto:service@themart.com) Monday through Friday with 24-hour advance notice of your request. A Service Desk representative will confirm receipt and work orders will be entered for services requested below.

GC \_\_\_\_\_ Sub-Contractor \_\_\_\_\_

Requestor Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Project Name \_\_\_\_\_

Tenant Name \_\_\_\_\_ Floor \_\_\_\_\_ Suite # \_\_\_\_\_

Mart Project Manager \_\_\_\_\_ Billing Info \_\_\_\_\_

### Riser Shutdown:

Location of Work \_\_\_\_\_

Shutdown Dates \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Freight Elevators:

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Off-hours Ventilation:

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Cleaning:

Date \_\_\_\_\_ Start Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_

### Notes: