

**ONE STATE STREET  
REQUEST FOR SPECIAL SERVICES**

FROM:	<input type="text"/>	DATE:	<input type="text"/>	TENANT	<input type="text"/>
				PHONE	<input type="text"/>
DATE OF EVENT	<input type="text"/>	FLOOR/LOCATION	<input type="text"/>		
START	<input type="text"/>	END	<input type="text"/>		
NUMBER OF ATTENDEES:	<input type="text"/>	FIRM HOLDING EVENT	<input type="text"/>		

**PARKING**

The One State Street garage is automated after hours and on weekends.  
If alternative arrangements need to be made please contact the Hines Property Management office.

**SECURITY**

LOBBY DOORS UNLOCKED UNTIL SPECIAL ROUNDS? (Y/N)	<input type="text"/>				
EXTRA OFFICER NEEDED? (Y/N)	<input type="text"/>	START	<input type="text"/>	STOP	<input type="text"/>

LOBBY LIGHTS ON	<input type="text"/>	OFF	<input type="text"/>
GARAGE LIGHTS ON	<input type="text"/>	OFF	<input type="text"/>

**CLEANING**

POST-EVENT CLEANUP NEEDED? (Y/N)	<input type="text"/>	IF YES, WHAT TIME?	<input type="text"/>		
ON-DUTY PORTER/MATRON NEEDED? (Y/N)	<input type="text"/>	START	<input type="text"/>	STOP	<input type="text"/>

OTHER:

**ENGINEERING**

HVAC START	<input type="text"/>	STOP	<input type="text"/>	LOCATION	<input type="text"/>
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OTHER:

OTHER:


**THIS FORM MUST BE SUBMITTED TO HINES PROPERTY MANAGEMENT AT LEAST 48 HOURS PRIOR TO THE  
EVENT**