

**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	<input type="text"/>		
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**