



Jones Lang LaSalle Americas, Inc.
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TENANT'S CHARGE

There are often Tenant request that are not building standard. As a result, these charges are billed to the Tenant upon completion of the service. For all billable service requests, a work Order form should be completed and authorized by the Tenant and returned to the Management Office. A Tenant Service Request will be created and signed by tenant.

After Hours HVAC

The building runs air free of charge from 6:00 am, until 6:00 pm, Monday through Friday, 8:00 am, until 1:00 pm Saturday. Any request for air beyond those hours is billable to the tenant at a rate of \$100.00 per hour.

Engineering Services

Any services requested by tenants such as: - hanging/removing pictures, etc. that are not required by building standards are billable to the tenant at a rate of \$15.00 per half hour, per engineer.

Porter Services

Any request for additional Porter services by tenant is billable at a rate of \$15.00 per hour, per porter.

Special Tenant Shampoo Services

Any request for additional shampoo services by tenant is billable at a rate of \$00.25cent per square foot.

Special Cleaning Services

Any request for special trash removal and disposal by tenant is billable at a rate '**Removal Fee**' (minimum \$50 - \$200 maximum) based on such factors as weight of item, labor, hazardous waste, etc.

Access Cards

For replacement of new, stolen or lost cards there is a charge of \$10.00. Security handles the issuing and distributing of these access cards.

Keys

For new suite keys there is a charge of \$8.00 per key. Engineers are responsible for making, and issuing the key, and recording the information of the key distribution.