



AFTER-HOURS ITEM RETRIEVAL FROM ELEVATOR APPROVAL

Today's Date: _____ Time: _____ Company Name: _____

I, _____ hereby request the assistance of an Otis Elevator Technician to
(Print Name)

retrieve an item from the shaft/pit of Elevator No. _____ located in the 1875 CPE or 1925 CPE (*circle one*) building, at your cost. Please reference the fee schedule below:

Elevator Technician - Overtime Rate(s)

Mondays – Fridays: \$630.00 (minimum of 3 hours at \$210.00 per hour)
Weekends and Holidays: \$1,020.00 (minimum of 3 hours at \$340.00 per hour)

Please Read Carefully:

The tenant will ultimately be responsible for all associated costs. By signing this agreement, you are agreeing to the terms, conditions and all associated costs as stated.

I, _____, accept all associated costs on behalf of _____.
(Print Name) (Tenant/Company Name)

Sign: _____ Date: _____

(Watt Plaza Security Staff Only)

Emergency Contact Approval Required. Please call emergency contact to gain approval *prior* to contacting the Otis Elevator Technician.
Please complete the portion below.

I, _____, have spoken with _____ and they have approved payment.
(Security Officer) (Emergency Contact)

Sign: _____ Date: _____