





# Building Maintenance

Building Engineers are on duty on a 24-hour basis, 7 days a week. They are here to maintain building operations and to provide standard building maintenance.

## Maintenance and After-Hours HVAC Requests

Requests for maintenance and after-hours HVAC can be made one of three ways.

1. Tenant Workorder via [www.300eastrandolph.com](http://www.300eastrandolph.com) (preferred method)
2. Email request to [Matthew.Noonan@jll.com](mailto:Matthew.Noonan@jll.com)
3. Phone request to the Management Office at 312-202-3800

Your Office Manager or authorized representative should notify the Building Management Office by one of the methods listed above of any maintenance or repair requests, or requests requiring immediate attention (i.e. burnt out light bulbs, temperature control, etc.) A building dayporter, building engineer or other appropriate tradesman will assist you as soon as possible. When requesting maintenance, a contact person's name, the company name and suite number, phone number and the nature and location of the request is required.

After-hours HVAC will be billed accordingly each month per the terms of your lease.