

**ATRIA CORPORATE CENTER
SERVICE REQUEST – BILLING RATES**

Services	Billing Rate
General In House Labor (such as, general repairs, plumbing, electrical, hanging pictures/whiteboard, locks, etc.)	\$75.00 per hour, minimum ½ hour charge Plus material and truck/mileage, if applicable.
After Hours Service Request for In House General Labor	\$110.00 per hour, minimum one hour charge Plus material and truck/mileage, if applicable.
Holiday After Hours Service Request for In House General Labor	\$200.00 per hour, minimum one hour charge Plus material and truck/mileage, if applicable.
Outside Vendor Labor , if requested (such as, furniture repair, architectural, construction, security services, or as needed for plumbing, electrical, etc.)	Time & Material as billed by vendor or by vendor's proposal. Plus 15% administrative fee for building management to oversee work.
Non Standard Light Bulbs/Ballasts Replacement	No charge if Tenant supplies bulbs/ballasts. If not supplied, then Time & Material with minimum ½ hour charge for labor. Plus mileage if applicable.
Adjustable Light Filters for Standard Bulbs	\$ 20.00 per filter
Suite or Storage Room Keys (additional key after initial occupancy)	\$ 10.00 per key
Re-Pin Existing Lock or Lock Change	General In House Labor Time with minimum ½ hour labor rate charge. Materials billed at cost plus 15% administrative fee.
Batteries	\$5.00 for AA, AAA, C or D per battery
Supplemental Janitorial Services; (such as, carpet, interior window, or refrigerator cleaning)	Time & Material as billed by vendor or by vendor's proposal.

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Removal of Non-Standard Trash or Recycling; (such as furniture, electronic, appliances, large quantity of tenant’s products, etc.)	Time & Material as billed by vendor or by vendor’s proposal. Plus 15% administrative fee for building management to oversee work. CALL FOR PRICING IN ADVANCE FOR DISPOSAL
Standard Trash or Recycling Containers (Rubbermaid 23 gallon square containers)	Material and shipping costs as billed by vendor or by vendor’s proposal, plus 15% administrative fee for building management to process order. There is no charge for desk top cardboard recycling boxes for underdesk recycling.
Signage – Suite or Directory Strip (changes requested after initial occupancy)	Time & Material as billed by vendor or by vendor’s proposal. Plus 15% administrative fee for building management to process order.
After Hours Air Conditioning or Heat (HVAC)	\$100.00 per hour for A/C. \$50.00 per hour for heating. Written confirmation required. 48 business hours’ notice required to allow Management to make necessary arrangements.
Sub-Metering Charge for excess usage of electrical, gas or water	Tenant is responsible for all costs associated with installing sub-metering Usage will be billed monthly at building’s average rate for the period charged by utility company.
Notary Services	Notary services available upon request and appointment.