

UPCOMING CHANGE

Customer Service Tickets: Central Inspections Transactions

Effective Monday, January 20, 2014, customers may perform four transactions per ticket at the Boiler and Elevator service windows.

Customers may *not* obtain consecutive tickets and must write the following on the back of the ticket for each transaction:

- First and last names;
- Buildings-issued identification number; and
- Number of transactions to be performed by type.