

Construction and Alterations

Minor alterations and projects such as:

• inner office moves	• plumbing repairs
• painting a wall or room	• keys
• changing locks	

may be coordinated through the Service Center 248.358.0780. A cost quote will be provided and you will be invoiced for the work performed.

More involved alterations such as:

- moving a wall or door
- recarpeting or repainting a suite
- adding filing systems, new furniture partitions, or communication equipment
- redecorating offices
- adding or modifying an electrical circuit

are to be coordinated through the Construction Department, 248.350.2222.

ANY AND ALL ALTERATIONS AND CONSTRUCTION DONE IN YOUR SUITE MUST BE COORDINATED THROUGH PROPERTY MGMT. ONLY CONTRACTORS APPROVED BY TOWN CENTER ARE ALLOWED TO DO WORK IN THE BUILDINGS. ALL CONTRACTORS ARE TO BE FULLY INSURED, AND MUST WORK IN HARMONY WITH BUILDING TRADES. ALL CONTRACTORS MUST OBTAIN PERMITS FROM THE CITY OF SOUTHFIELD.

All requests for communications system service or additions that require access to phone closets require approval from the Service Center before Security can approve entrance. All requests for service plus additions to any communications system that includes cabling between floors, within your suite or equipment being added, requires 48 hour notice by use of "Service Company Access Request" form available [here](#) before any approval can be given. This form is required even for emergency service that you may have. For immediate service, please complete the form at the time your emergency call is placed as this will prevent any delays for the service person when they arrive. All service persons must sign in at the Security Desk.