

September 26, 2017

Re: **SPECIAL ESCALATOR REQUEST**

If a special escalator request is needed for an event, please submit requests by email **at least five (5) days in advance**.

(Note: Enter "Escalator Request – Time Sensitive" in the Subject title) to:

Lisa.Edwards@baruch.cuny.edu

and copy

Frank.Antonucci@baruch.cuny.edu

Be sure your email contains the following information:

- Description of the event
- Where will the event take place
- The date(s) of the event
- The start and end time of the event
- The expected headcount of the event
- Which escalators are being requested (i.e. sublevels; 1st to 2nd floor; 3rd to 5th floors)
- On the sublevels: specify if the escalator needs to reverse direction (from up to down or down to up) and at what times they should be reversed.