

Provides guidance on how to add a chartstring to a Service Request for a Non - Building charge.

## DIRECTIONS:

If your Service Request Billing Type displays Non-Building , locate the Request Chartstring section:

Click on the Add button

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se call Facilities Customer Service at 847-491-5201 (Evans	ton), or 312-503-8000 (Chicago).			For urgent Facilities issues such as a leak, drastic o	hange in temperature, or power outage, plea
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