



Memorial Hall Parking Lot – Parking Operator Change January 1, 2015

Dear Valued Customer:

We are pleased to announce ABM Parking Services will assume the parking operations at the Memorial Hall Lot on January 1, 2015. We look forward to meeting you and serving your parking needs at the Memorial Lot going forward.

In the meantime, please be advised of the following information and procedures:

Parking Rates effective January 1, 2015:

- Daily \$4.00 per day
- Monthly \$75.00 per month

Monthly Permit Procedures:

- Each monthly customer must set up an online account by visiting our Survey Monkey site at <https://www.surveymonkey.com/s/ABM-Pittsburgh> or **scan the QR CODE at right before December 19th** and complete all information INCLUDING a valid email address. We will set up your account and notify you via email with your **Customer Account Number**.
- Checks payable to “ABM Parking Services” will be accepted for January only (cash will not be accepted). You may also immediately set up your online monthly account as described below.
- Beginning February 1st 2015, only online payment will be accepted for monthly permits; you will need to log onto <https://payments.abm.com> (once you have received a **Customer Account Number** via email) and set up your monthly payment account for either “One-Time” or “Recurring” payments with a credit card.
- On or before the 10th of January and every month thereafter, an invoice will post to your account for the following month. If you choose to pay each month, you must log on and make your payment. If you choose to Auto Pay, make sure you set up the charge to post by the 20th of each month to ensure payment is made.
- Once your payment has posted, your permit will be at the lot by the 1st business day of the month.

Monthlies Scan Here:



Daily Parking Procedures:

- Daily parking customers entering before 10am Mon-Fri will be charged the \$4.00 daily rate upon entry and issued a numbered “parking ticket” indicating payment received; please place the ticket number side up on dashboard inside car, and remove at end of day.
- Cars without the current day’s ticket displayed and number visible will be tagged and towed.
- Cars entering the lot after 10am must pay using the envelopes provided (see instructions at Booth).
--- Cars without a payment envelope containing payment will be tagged and towed.
- ABM will be installing an automated self-pay machine for use after 10am that will accept credit cards and/or coins as soon as possible; we will advise of installation date and provide instructions asap.

Questions can be directed to Ryan.Merriman@abm.com, or feel free to contact any of the individuals listed below. Additional information on ABM’s programs will be forthcoming after January 1st. Thank you for being a valued customer of the Memorial Station Lot. We look forward to serving you.

Christie Churetta
Monthly Parking Permits
412-261-1993 x122
Christie.Churetta@abm.com

Alan Kraemer
Business Development Director
412-261-1993 x128
Alan.Kraemer@abm.com