

Overtime HVAC Request Form

This Overtime HVAC Request Form should be filled out when air conditioning or Heating is needed before 6:00 am and after 7:00 pm on the weekdays. Before 7:00 am and after 1:00 pm on Saturdays, or anytime on Sunday's and Building holidays. Please have your request turned in to the Property Management Located in Suite N-2500 no later than 1:00 pm for weekday requests and 1:00 pm on Friday for any weekend requests.

Today's Date: _____

One-time request: Permanent Request:

Tenant Name / Contact Name: _____

Floor/ Suite Number: _____

Date the Air Conditioning is Needed: _____

Time On: _____ Time Off: _____

Any Additional Information:

Authorized Tenant Signature: _____

Please note that if you request OT Air Conditioning there will be an extra hour charged for an earlier start to ensure the space is comfortable at the time you are requesting. Also note that a minimum of 4 hours may be required.