

Submitted By: _____
Date: _____

Approved By: _____
Date: _____



OFFICE BUILDINGS - OVERTIME HVAC REQUEST FORM

The overtime HVAC Request Form should be used when HVAC is needed outside of Normal Business Hours. Normal Business Hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday, and 9:00 a.m. to 1:00 p.m. on Saturday, excluding building holidays. All overtime HVAC Requests must be received by the Property Management office no later than 4:00 p.m. for weekday after-hours HVAC requests and no later than 4:00 p.m. the prior business day for weekend and building holiday after-hours HVAC requests. Requests not received by the Property Management Office by 4:00 p.m. may be subject to an additional 4-hour labor fee.

Today's Date: _____

Tenant: _____

Person requesting: _____ **Phone #** _____

<p><u>Please Check One:</u> <input type="checkbox"/> One Time Request <input type="checkbox"/> Permanent Request</p> <p>Date(s) A/C Needed: _____</p> <p>Time ON: _____ Time OFF: _____</p> <p>Floors: _____</p> <p>Additional Information _____</p> <p>_____</p> <p>_____</p>

Authorized Tenant Signature: _____

<p><u>For Office Use Only:</u></p> <p>Received by Security After Hours: _____</p> <p>Date: _____ Time: _____ Engineer on Call: _____</p> <p>A/C Request Completed by Hines: _____</p> <p>Date: _____ Time: _____ W/O #: _____</p>
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