

THE TOWERS AT WILLIAMS SQUARE

TENANT REQUEST FOR AFTER HOURS HVAC AND/OR LIGHTING

TENANT NAME: _____

TOWER & SUITE NUMBER: _____

SERVICE REQUESTED BY: _____

DEPARTMENT / REFERENCE: _____

APPROVED BY (PRINT NAME): _____

APPROVED BY (SIGNATURE): _____

DATE APPROVED: _____

For all standing requests, please indicate time-span within calendar year only.

DAY	DATE (MM/DD/YYYY)	TIMES	HVAC	LIGHTS
MON				
TUES				
WED				
THUR				
FRI				
SAT				
SUN				

NOTE: Building standard hours for heating, ventilation and air conditioning are Monday through Friday, 7:30 a.m. - 6:00 p.m. and Saturday 8:00 a.m. - 1:00 p.m. All requests for after-hours HVAC must be received in the Management Office by 2:00 p.m. for services requested the same day. A \$50.00 administration fee will be assessed on requests received after 2:00 p.m. if same day service is needed. If HVAC service is requested after the system has been turned off, a minimum of four (4) continuous hours will be charged. Submission of this form is only a request. Landlord does not guarantee services will be provided. Landlord reserves the right to deny services due to scheduled maintenance, emergency repairs, or late receipt of requests for services. The cost for after-hours HVAC is \$75.00 per hour unless otherwise stated in the lease. There is no charge for after-hours lights.

PROPERTY MANAGEMENT USE	
DATE & TIME RECEIVED:	
ACTUAL HOURS USED:	
RATE PER HOUR:	
ADMIN. CHARGE (IF ANY):	
TOTAL CHARGE:	
SERVICE VERIFIED BY:	