

**THE TOWERS AT WILLIAMS SQUARE
TENANT REQUEST FOR AFTER HOURS HVAC**

DATE OF REQUEST:

DATE (S) SERVICE IS NEEDED:

HOURS / TIMES REQUESTED:

COMPANY NAME:

TOWER & SUITE NUMBER:

SERVICE REQUESTED BY:

DEPARTMENT / REFERENCE:

APPROVED BY (NAME/TITLE):

PRINT APPROVED SIGNATURE

(NAME/TITLE):

DATE APPROVED:

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 \$50.00 per hour unless otherwise stated in the lease.

PROPERTY MANAGEMENT USE ONLY

DATE & TIME RECEIVED:

ACTUAL HOURS USED:

RATE PER HOUR:

ADMIN. CHARGE (IF ANY):

TOTAL CHARGE:

SERVICE VERIFIED BY:
