

The Office at Park Ten

AFTER HOURS HVAC REQUEST

TENANT NAME: _____ SUITE # _____

TODAY'S DATE: _____ FLOOR# _____

REQUESTED FOR:

<u>DATE</u>	<u>TIME</u>	
_____	ON: _____	OFF: _____
_____	ON: _____	OFF: _____
_____	ON: _____	OFF: _____
_____	ON: _____	OFF: _____
_____	ON: _____	OFF: _____

Overtime Air Requested by (Print Name) _____

Phone Number _____

Signature of person requesting: _____

Normal Operating Hours:

7:00 a.m. to 6:00 p.m. – Monday through Friday

HVAC on Saturday is provided from 8 a.m. – 12 p.m. at no charge but only if requested.

All other hours are considered overtime hours, including the following holidays:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

All requests for overtime air shall be submitted to the Management Office prior to 4:00 p.m. on weekdays, for weekends and holiday scheduling. (Occasionally before holidays, an earlier time will be requested.)

An administrative charge of \$50.00 will be added when requests are delivered after 4:00 p.m.

Programmed: _____ Total Hours: _____