

**1001 PENNSYLVANIA AVENUE
OVERTIME HVAC REQUEST FORM**

The overtime HVAC Request Form should be used when HVAC is needed before 8:00 a.m. and after 8:00 p.m. weekdays, before 9:00 a.m. and after 4:00 p.m. on Saturdays, or any time on Sunday or building holidays. All Overtime HVAC Requests must be received by the Property Management office no later than 4:00 p.m. for after-hours on weekdays, weekends and building holidays. Request not received by the Property Management Office by 4:00 may be subject to an additional 4-hour labor fee.

Today's Date: _____

Tenant: _____

Person requesting: _____ Phone # _____

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

Authorized Tenant Signature: _____

<u>For Office Use Only:</u>	
Received by Security After Hours: _____	
Security Guard	
Date: _____	Time: _____ Engineer On Call _____
A/C Request Completed by Hines: _____	
Engineer	
Date: _____	Time: _____ WO# _____