

9811 Katy Frwy

OVERTIME HVAC REQUEST FORM

Date: _____

Company: _____

HVAC requested after business hours is considered overtime air conditioning and the tenant will be charged per the Above-Standard rate. Any tenant requesting overtime air conditioning must complete and sign this form.

Authorized by: _____

Location/Suite: _____

Overtime HVAC requested for the following date(s) and time(s):

Date: ____/____/____ From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Date: ____/____/____ From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Standing Order? From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Please return this form to Property Management Office no later than 12:00 p.m. the day before HVAC is required.

Approval Signature

Date

Please drop off this form to the Property Management Office located at 9811 Katy Freeway, Suite 250.

****If you experience any problems with your request, or need the temperature adjusted, please contact security and the on-call engineer will be able to process your request. ****