



**OVERTIME HVAC REQUEST FORM**

**1130 CONNECTICUT AVE NW**

Please provide the following information for additional air conditioning after business hours. The completed form should be delivered to the management office at least 24 hours prior to the requested start time to allow the management sufficient time to process the request.

**Tenant:** \_\_\_\_\_

**Suite:** \_\_\_\_\_

Additional heating/air conditioning will be required on the following days(s) for said hours:

<b>Day</b>	<b>Date</b>	<b>Floor</b>	<b>Start Time</b>	<b>End Time</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

The undersigned requests the above overtime HVAC hours be charged to the suite at \$60.00 per hour and that the standard overtime HVAC charge will be reimbursed by this company. Rates do not apply for OT HVAC on Saturday between the hours of 9:00am and 1:00 pm unless it is a holiday weekend.

**Tenant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_