Regular building hours for lights and HVAC are as follows:

**M-F: 8:00AM – 6:00PM and SAT: 9:00AM – 1:00PM**

**HVAC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Floor* | *Date Start* | *Date Stop* | *Start Time* | *Stop Time* | *No. of Hours* |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |

**Lighting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Floor* | *Date Start* | *Date Stop* | *Start Time* | *Stop Time* | *No. of Hours* |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |
|       |       |       |       | [ ] am[ ] pm |       | [ ] am[ ] pm |       |

I understand that there will be an hourly charge of **$50.00 per hour** billed for overtime **HVAC** and **$3.00 per hour** for overtime **lighting** services.

|  |  |  |  |
| --- | --- | --- | --- |
| Company |       | Date |       |
| Authorized Signature |  | Print Name |       |

**Please Note:** To ensure that the request is processed, this form must be delivered to the Property Management Office **NO LATER THAN 2:00 P.M.** for same day service requests or for weekend scheduling. Requests submitted after the 2:00PM may not be programmed before the end of the day. Please send requests to 55Second.Admin@hines.com.