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](mailto:55Second.Admin@hines.com).