



After Hours HVAC and Lighting Request

Regular building hours for lights and HVAC are as follows:
M-F: 8:00AM – 6:00PM and SAT: 9:00AM – 1:00PM

HVAC

<i>Floor</i>	<i>Date Start</i>	<i>Date Stop</i>	<i>Start Time</i>	<i>Stop Time</i>	<i>No. of Hours</i>
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____

Lighting

<i>Floor</i>	<i>Date Start</i>	<i>Date Stop</i>	<i>Start Time</i>	<i>Stop Time</i>	<i>No. of Hours</i>
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____
_____	_____	_____	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> 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.