



CityCenterDC

Overtime HVAC Request Form

The Overtime HVAC Request Form should be used when HVAC is needed before 8:00 a.m. and after 8:00 p.m. on weekdays, before 9:00 a.m. and after 4:00 p.m. on Saturdays, any time on Sunday and building holidays. Please fill out the form in its entirety and return to the Property Management Office (Suite 350) no later than **12 Noon** the day before the OTHVAC is required. Forms may be dropped off at the PMO Office, faxed or emailed to Joanna.Belzile@hines.com or Conrad.Gollob@hines.com.

Date: _____ Tenant Name: _____

Requestor Name: _____ Requestor Phone Number: _____

Please Check One: One Time Request Permanent Request

Date(s) AC Required: _____

Time On: _____ Time Off: _____

Floor: _____ Suite Number: _____ One CC Two CC

Floor: _____ Suite Number: _____ One CC Two CC

Client Account Number: _____

Additional Information: _____

Authorized Tenant Signature: _____

For Office Use Only:

A/C Request Completed by Hines Engineer: _____

Date Completed: _____ Time: _____ Work Order #: _____

OWNED & MANAGED BY

Hines