



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**