



AFTER HOURS HVAC REQUEST

The regular hours of Heating, Ventilating, and Air Conditioning (HVAC) operation are Monday through Friday 6:00 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 1:00 p.m. No HVAC is provided on Sundays or on holidays.

If after-hours HVAC is needed, please fill out this form and forward it to the management office at least 24 hours in advance. The cost for After Hours HVAC is \$75.00 per hour, per floor, and users may be subject to 1 additional, chargeable hour to pre-cool the space prior to the requested hours. (Rates are subject to change without notice.)

Company _____	Tower _____	Floor(s) _____
Date _____	From _____ AM / PM	To _____ AM / PM
Date _____	From _____ AM / PM	To _____ AM / PM
Date _____	From _____ AM / PM	To _____ AM / PM
Date _____	From _____ AM / PM	To _____ AM / PM

After hours HVAC @ \$75.00 x _____ floor(s) x _____ Hours = \$ _____

Print Name _____	Title _____
Signature _____	Phone _____ Date _____

Please fill out this form and return it to the Building Management Office in Tower 1, Suite 115 by fax at 303.200.9425, or by email to nichole.depass@am.jll.com.