



# Columbia Square

## 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. weekdays, before 9:00 a.m. and after 4:00 p.m. on Saturdays, or any time on Sunday or building holidays. All Overtime HVAC Requests must be received by the Property Management office no later than 4:00 p.m. for after-hours on weekdays, weekends and building holidays. Request not received by the Property Management Office by 4:00 may be subject to an additional 3-hour labor fee.

Today's Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Person requesting: \_\_\_\_\_

### **One-Time Request**

Date(s) A/C Needed: \_\_\_\_\_

Time On: \_\_\_\_\_

Floor: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

### **Permanent Request**

Day (s) A/C Needed: \_\_\_\_\_

Time On: \_\_\_\_\_

Time Off: \_\_\_\_\_

Floor: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

Authorized Tenant Signature: \_\_\_\_\_

A/C Request Completed by (HILP): \_\_\_\_\_ Date: \_\_\_\_\_  
Engineer