



### After Hours Air Conditioning & Lighting

*\*Upload & attach this form to the After Hours Air Conditioning & Lighting Service Request*

**Building Air Conditioning Hours:** 8:00 A.M. – 6:00 P.M. Monday – Friday  
9:00 A.M. – 1: 00 P.M. Saturday  
No air conditioning on Sunday (After hour HVAC by request only) or Holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day.

**Minimum Charges:** The cost for after hour air conditioning is \$100.00 per suite per hour with a 2 Hour Minimum.

**Notification Requirements:** Requests must be submitted before 12:00 P.M. the day of the requested after hour air conditioning.

Weekend requests must be submitted the day prior before 12:00 P.M.

*Management cannot guarantee requests made after 12:00 P.M.*

**Date Required:**

**Time Required:**  
**From:**  **to**

**Tenant Name:**  **Suite Number:**

**Print:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* Note: After Hours Air Conditioning & Lighting will be billed on your rent statement in accordance with your Lease.**