

HINES WARNER CENTER

AFTER-HOURS HVAC REQUEST

TENANT NAME _____ CONTACT PERSON _____ TELEPHONE _____

BUILDING ADDRESS _____ FLOOR / SUITE NUMBER _____ DEPT. (IF APPLICABLE) _____

- Standing Order (ongoing), begin date _____/end date _____
- Daily Request – (Please do not enter dates here for occasional requests – see below)

After-hours HVAC is requested from the Office of the Building as follows:

X	DATES ADDITIONAL HVAC IS REQUESTED TO BE ON	DAY OF THE WEEK	TIME ON	TIME OFF	TOTAL HOURS
1.					
2.					
3.					

Please be mindful of the dates and hours noted. If a line says Sat and Sun 3:00 pm to 7:00 pm, it will be unclear as to whether you want two days of additional air for 4 hours each, or you want air to begin at 3:00 pm on Saturday and end at 7:00 pm on Sunday (28 hours). This happens more often than you think – please try to be as clear as possible.

The costs for the above-specified services are as follows:

TOTAL HOURS	COST PER HOUR	EXTRA FEE (\$50)	TOTAL AMOUNT DUE
	\$		
AN EXTRA FEE OF \$ 50 WILL BE ADDED IF THE REQUEST IS RECEIVED AFTER 5:00PM FOR THE SAME DAY. OTHER LAST MINUTE REQUESTS MADE ON WEEKENDS OR AFTER 6:00 PM FOR THE SAME DAY WILL BE SUBJECT TO THE PREVAILING ENGINEER OVERTIME RATE. TENANT AGREES TO PAY FOR THE ABOVE SERVICES AT THE SPECIFIED CHARGE. EMAIL THIS FORM TO THE BUILDING BEFORE 5:00PM. IF YOU EXPERIENCE ANY DIFFICULTIES, PLEASE CALL 818.887.3300 DURING BUSINESS HOURS OR 818.262.9318 AFTER HOURS. A 2-HOUR DAILY MINIMUM APPLIES.			

Authorized by:

PRINT NAME AND TITLE _____ AUTHORIZED SIGNATURE _____ DATE _____

Email to pauline.yu@hines.com and shelle.barnes@hines.com
Fax to 818-887-3301 if email is unavailable.

2014-10-08