

# 717 Texas

## Overtime Air Conditioning Request

### Tenant to complete this section

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

**Select One**  
 Air Conditioning & Lighting  
 Lighting Only

**Authorized By:**

Name (Please print) \_\_\_\_\_

Company: \_\_\_\_\_

Suite / Floor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

NOTE: Normal operating hours at no charge are as follows:

Monday-Friday: 7:00 AM to 7:00 PM (*Unless otherwise stated in the lease agreement*)

Saturday: 8:00 AM to 2:00 PM \* *UPON WRITTEN REQUEST ONLY*

All other hours requested are considered overtime hours and are billable based on your lease agreement, this includes weekends (except as noted) and all "Official Building Holidays".

If for some reason your overtime air does not come on, please call our 24-hour number at 713-237-5750. The on-duty engineer will correct any problems.

**Please allow sufficient time for the space to reach a comfortable temperature**

For example: If the space temperature is above 80 degrees it could take 3 to 4 hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor.

### Security to complete this section

Received By: \_\_\_\_\_

Received Time: \_\_\_\_\_

Engineer: \_\_\_\_\_

Programmed Start Time: \_\_\_\_\_ Hours: \_\_\_\_\_

ACS Programmed Number: \_\_\_\_\_