



717 Texas

Overtime Air Conditioning & Lighting Request

TENANT — Please Complete This Section

Today's Date _____ Request Date _____

SELECT ONE

Air Conditioning

Lighting

Authorized By — Name (Please Print): _____

Authorizer Signature: _____

Company: _____

Telephone Number: _____

Suite / Floor: _____

Department: _____

Start Time: _____

Stop Time: _____

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

Monday – Friday: 6:00 AM to 6:00 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**, as per your lease agreement. This includes weekends (except as noted above) and all "Official Building Holidays."

If, for any reason, your overtime air does not activate, 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 on the actual temperature on the requested floor.

SECURITY — Please Complete This Section

Received By: _____

Received (Date/Time): _____

Engineer: _____

Hours: _____

Programmed Start Time: _____