



AFTER-HOURS AIR REQUEST FORM

Company Name _____ Suite Number _____

Office Number _____

Date of Service Needed:	Floor(s):	Start Time:	Stop Time:

Requested By: _____ Cell Phone: _____

Signature of Authorized Tenant Representative _____ Print Name _____ Date _____

NOTE: Standard HVAC operation hours are 6:00 AM to 6:00 PM, Monday through Friday, excluding building holidays. After-hours HVAC will be charged in accordance with your lease.

Please submit this form to the Hines Property Management office at 717.TexasPM@hines.com Monday through Friday from 8:00 AM – 5:00 PM.

Please be aware that sufficient time is needed to program air to run throughout the space before reaching a comfortable temperature. Please keep this in mind when determining a start time for your request.

FOR INTERNAL USE ONLY		
Security:	Date:	Time:
Engineer:	Date:	Time: