

Hines

AFTER-HOURS AIR REQUEST

Tenant Name: _____

Suite #: _____ Phone #: _____

Date of Service Needed:	Floor(s):	Start Time:	Stop Time:
		am pm (circle one)	am pm (circle one)
		am pm (circle one)	am pm (circle one)
		am pm (circle one)	am pm (circle one)
		am pm (circle one)	am pm (circle one)
		am pm (circle one)	am pm (circle one)
		am pm (circle one)	am pm (circle one)

Requested By: _____ Cell Phone #: _____

Approved By: _____ Cell Phone #: _____

(approval signature)

(date signed)

NOTE: Standard HVAC operation hours are 7:00 AM to 6:00 PM, Monday through Friday, excluding building holidays. After-hours HVAC will be charged in accordance with your lease.

Please email this form to the Hines Property Management office at 609main.pm@hines.com Monday through Friday from 8:00 AM – 4:30 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: