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After Hours Air Conditioning

***Upload & attach this form to the After Hours Air Conditioning Service Request**

Building Air Conditioning Hours:

8:00 A.M. – 6:00 P.M. Monday – Friday
9:00 A.M. – 1:00 P.M. Saturday
No air conditioning on Sunday (After hour HVAC by request only) or Holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Minimum Charges:

The cost for after hour air conditioning is \$100.00 per tenant per hour with a 2 Hour Minimum.

Notification Requirements:

Requests must be submitted before 12:00 P.M. the day of the requested after hour air conditioning.

Weekend requests must be submitted before 12:00 P.M. on the proceeding Friday.

Management cannot guarantee requests made after 12:00 P.M.

Date Required:

Time Required:
From: **to**

Tenant Name: **Suite Number:**

Print: _____

Authorized Signature: _____ **Date:** _____

*** Note: After Hours Air Conditioning will be billed on your rent statement in accordance with your Lease.**