



CityCenterDC

## Overtime HVAC Request Form

The Overtime HVAC Request Form should be used when HVAC is needed before 8:00 a.m. and after 8:00 p.m. on weekdays, before 9:00 a.m. and after 4:00 p.m. on Saturdays, any time on Sunday and building holidays. Please fill out the form in its entirety and return to the Property Management Office (Suite 350) no later than **12 Noon** the day before the OTHVAC is required. Forms may be dropped off at the PMO Office, faxed or emailed to [officepmo@citycenterdc.com](mailto:officepmo@citycenterdc.com).

Date: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Requestor Phone Number: \_\_\_\_\_

<b><u>Please Check One:</u></b> <input type="checkbox"/> One Time Request <input type="checkbox"/> Permanent Request			
Date(s) AC Required: _____			
Time On: _____		Time Off: _____	
Floor: _____	Suite Number: _____	<input type="checkbox"/> One CC	<input type="checkbox"/> Two CC
Floor: _____	Suite Number: _____	<input type="checkbox"/> One CC	<input type="checkbox"/> Two CC
Client Account Number: _____			
Additional Information: _____			
_____			

Authorized Tenant Signature: \_\_\_\_\_

<b><u>For Office Use Only:</u></b>		
A/C Request Completed by Hines Engineer: _____		
Date Completed: _____	Time: _____	Work Order #: _____