



Westway Plaza 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 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 submit this form to the Hines Property Management office at WestwayPlaza.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 MANAGEMENT USE ONLY

Accepted By: _____	Total Hours Programmed: _____
Date/Time Programmed: _____	Total Cost Billed: _____
Programmed By: _____	