



WESTWAY PLAZA

After Hours HVAC Request

Company: _____

Date: _____

Tenant Name: _____

Floor: _____ Suite: _____

Days and Times requested are Due by 2pm Monday - Friday.

Saturday and Sunday requests are Due on Friday before 2pm.

A minimum of two hours is required for overtime air.

	Mornings				Evenings			
Saturday	Start	AM	Stop	AM	Start	PM	Stop	PM
Sunday	Start	AM	Stop	AM	Start	PM	Stop	PM
Monday	Start	AM	Stop	AM	Start	PM	Stop	PM
Tuesday	Start	AM	Stop	AM	Start	PM	Stop	PM
Wednesday	Start	AM	Stop	AM	Start	PM	Stop	PM
Thursday	Start	AM	Stop	AM	Start	PM	Stop	PM
Friday	Start	AM	Stop	AM	Start	PM	Stop	PM

Authorizing Signature: _____

Printed Name: _____

Building operational hours for HVAC are from 7am to 6pm, Monday through Friday with the exception of holidays. Cooling and heating is available at no charge on Saturdays from 8am to 1pm but a request must be submitted by 2pm on Friday for programming to occur. Standard rates apply per the lease agreement for requested days and times that are outside of building hours and during building holidays.

E-mail form to: WestwayPlaza.PM@Hines.com

Note: An administrative late fee of \$100 will be applied if a request is received after 4pm.

FOR MANAGEMENT USE ONLY

Accepted By: _____

Total Hours Programmed: _____

Date/Time Programmed: _____

Total Cost Billed: _____

Programmed By: _____