

# One BriarLake Plaza

## OVERTIME AIR CONDITIONING REQUEST FORM

Air conditioning is supplied to all One BriarLake Plaza tenants from 7:00 a.m. to 6:00 p.m. **Monday through Friday** and 8:00 a.m. to 12:00 p.m. on **Saturdays upon request only**.

Air conditioning requested after these hours is to be considered **overtime air conditioning** and the tenants will be charged **\$68.00 per hour, per air handler**. Any tenant requesting overtime air conditioning must complete and sign this form.

### OVERTIME AIR CONDITIONING:

TENANT: \_\_\_\_\_

SUITE NUMBER: \_\_\_\_\_

DATE AIR CONDITIONING IS NEEDED: \_\_\_\_\_

### TIME AIR CONDITIONING IS NEEDED:

FROM: \_\_\_\_\_ AM / PM

TO: \_\_\_\_\_ AM / PM

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return this form to the Property Management office, Suite 1275, before 2:00 p.m. on weekdays and before 2:00 p.m. on Friday for weekend air conditioning.

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### PROPERTY MANAGEMENT USE ONLY:

Total number of hours used extra A/C \_\_\_\_\_ x \$68.00 per hour = \$\_\_\_\_\_ (per air handler)

TOTAL AMOUNT DUE: \$ \_\_\_\_\_