



191 PEACHTREE TOWER AFTER-HOURS & WEEKEND HVAC REQUEST

IMPORTANT:

All After-Hours HVAC Requests are to be made through PRISM and submitted Monday – Friday by 3:00 PM on the requested day. For Saturday-Sunday, requests must be received by Friday at 3:00 PM.

Any request outside of those times requires this form to be completed by an employee representing the company at the Security Console. **NOTE:** Security will contact our on-call engineer and at that point, additional HVAC will be provided to the suite indicated. This can take up to several hours. There is an additional \$60.00 overtime labor applied to requests received after business hours.

Tenant Name: _____

Suite: _____

Floor (s): _____

We will require overtime HVAC on the following day(s):

DATE	STARTING TIME	ENDING TIME	TOTAL HOURS
_____	_____ am / pm	_____ am / pm	_____
_____	_____ am / pm	_____ am / pm	_____

Print Authorized Employee Name **Date**

Signature Authorized Employee Name **Date**

Hours Requested for the Initial Floor _____ x Initial cost per floor per lease \$ _____

Additional Floors _____ x Cost per hour per floor per Lease \$ _____

Grand Total \$ _____

	Floor AHU	Central Plant	
Engineer	Entered By _____	_____	Date _____