

The Pinnacle Building

❖ AFTER-HOURS HVAC REQUEST ❖

FLOOR	DATE START	DATE STOP	START TIME	STOP TIME	NO. OF HOURS	FOR MANAGEMENT USE
			a.m. p.m.	a.m. p.m.		
			a.m. p.m.	a.m. p.m.		
			a.m. p.m.	a.m. p.m.		
			a.m. p.m.	a.m. p.m.		
			a.m. p.m.	a.m. p.m.		

COMPANY: _____

BUILDING: _____

AUTHORIZED TENANT SIGNATURE

DATE

PROPERTY REPRESENTATIVE SIGNATURE

DATE

IMPORTANT: To ensure engineer availability to program your requests, deliver this form to the Property Management Office or **email to jessica.drewer@transwestern.com** NO LATER THAN 4:00 P.M. the day of requested overtime HVAC and by 4:00 P.M. on Fridays for weekends.

Pricing:

After-Hours HVAC Single Floor **\$45/hour** (Per single floor)

After-Hours HVAC Multi-Floor **\$12.50/hour** (Per additional floor run simultaneously)

HVAC Programming Fee **\$25/hour** (3 hour minimum - \$75, if request is placed after 4pm cutoff for same day service or on weekends rather than during normal business hours)

Building Operating Hours:

8:00 a.m. – 6:00 p.m. Monday – Friday

8:00 a.m. – 1:00 p.m. Saturday (HVAC run only by request)

No service on Sunday