

# Hines

## OVERTIME AIR CONDITIONING REQUEST

Today's Date \_\_\_\_\_

One Time Request \_\_\_\_\_ Permanent Request \_\_\_\_\_

Tenant Name \_\_\_\_\_

Authorized Person Requesting \_\_\_\_\_

Date A/C Needed \_\_\_\_\_

Time On \_\_\_\_\_

Time Off \_\_\_\_\_

Floor \_\_\_\_\_

Suite Number \_\_\_\_\_

Additional  
Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Tenant Signature \_\_\_\_\_

A/C Request Completed By  
(Hines Engineer): \_\_\_\_\_