

Request for Overtime Air Conditioning / Heating (HVAC)

PLEASE COMPLETE ONE REQUEST PER FLOOR

(Section to be completed by Tenant Representative)

Date: _____ Authorized By: *(Please print)* _____

Company Name: _____ Signature: _____

Suite Number: _____ Telephone Number: _____

Department: _____

Date	Day	Floor	TIME		Engineering Dept. Use Only
			Start	Stop	

You will be billed based on the hourly overtime air conditioning rate stated in your lease. The current hourly rate is \$75.00 per hour, unless otherwise stated in your lease.

Air conditioning is provided for the following normal business hours:

- Monday through Friday, 6 A.M. to 6 P.M.; Saturday 8 A.M. to 1 P.M.
- Air conditioning is NOT provided on Sunday, after hours and official building holidays unless requested in advance.

Please allow sufficient time for the space to reach a comfortable temperature.

For example: If the space temperature is above 80 degrees it could take 3 to 4 hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor and the seasonal temperature outside.

This request must be submitted to the management office with 24-hour prior notice of the additional service.

Please email this form to the 230 Peachtree Management Offices P230info@portmanholdings.com

. Should you have any problems or questions concerning this request, please call 404-614-5230.

Please complete and return to:

230 Peachtree Street NW • Suite 1600 • Atlanta, Georgia 30303 • Main: 404-614-5230 • Fax: 404-577-5799
P230info@portmanholdings.com