

LAKESIDE COMMONS OVERTIME AIR REQUEST

Company Name: _____ Bldg/ Suite #: _____

Contact Person: _____ Phone #: _____

Authorized By: _____

**** Air circulation to maintain constant suite temperature is provided from:
Monday through Friday- 8:00 am until 6:00 pm
Saturday - 8:00am until 1:00 pm
(with the exception of vacant floors)**

**** No air conditioning/heat is provided on Sunday or Holidays unless requested.**

Please fax completed form at least 24 hours prior to the time overtime air is needed. Fax completed request to the management office at 678-334-2401. We must have all requests in by 12pm Friday for weekend HVAC. ** Please note there is an additional 4 hour minimum charge (\$120.00) for the duty engineer to come in after hours to program air****

**** Please note: There is a charge of \$ 45.00/hour per floor.**

Date	Day	Floor	Time On	Time Off	Total Hours

For Management Use:

Billable Hours _____ X Rate _____ = Total Cost \$ _____

O/T Air Programmed by: _____

Date: _____

O/T Air Cleared by: _____

Date: _____

