

# EQ Office

## APPENDIX "J"

# OVERTIME HVAC REQUEST FORM

Property Management Office must receive this form **48 hours** prior to date of request for Overtime HVAC. A 24-hour cancellation notice is required or your company will be charged at the overtime rate for the hours originally requested.

I request Hughes Center Management Office to furnish Overtime HVAC for:

Tenant: \_\_\_\_\_

Building: \_\_\_\_\_ Suite: \_\_\_\_\_

On the following date(s):

Date: \_\_\_\_\_ Suite: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Suite: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Suite: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

I authorize Hughes Center Management Office to charge my Company for the overtime HVAC usage at the current rate.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Tenant Representative/please print)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please complete, sign, & return to the Property Management office, Fax # (702) 475-3718**

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Property Management

Received by: \_\_\_\_\_

Work Order# \_\_\_\_\_



3800 Howard Hughes Parkway  
Suite 140  
Las Vegas, NV 89169  
702-728-5390