

Normandale Lake Office Park

OVERTIME HVAC REQUEST FORM

Company Name: _____ Building/Suite #: _____

Contact Name: _____ Office Phone #: _____

DAY/DATE(S) REQUESTED	HOURS REQUESTED (2 Hour Minimum)
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm
	From: _____ am/pm To: _____ am/pm

Overtime HVAC: \$39.00 per hour

Air Conditioning and Heating are provided from 8:00 am to 6:00 pm Monday through Friday (except Holidays).
HVAC services will be provided on Saturday from 8 am to 12 noon upon specific request at no charge.

Requests for Overtime Air Conditioning and Heating should *be submitted in writing at least 48 hours in advance* in order to allow the scheduling of our Engineer Staff. *All requests for weekend Overtime Air Conditioning and Heating must be received by 10:00 am on the preceding Thursday.*

Please return the completed signed form to nlopreception@cushwakenm.com

Fax is 952-921-2190 : Phone is 952-921-2050.

REQUEST Placed By: _____

Authorized Tenant Contact Signature

Date