

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@cushwake.com](mailto:nlopreception@cushwake.com)

Phone is 952-921-2050.

REQUEST Placed By: \_\_\_\_\_

Authorized Tenant Contact Signature

Date