BANK OF AMERICA
After-Hours Air Request
Fax to: Tenant Services Coordinator
Phone: 214-761-6111 Fax: 214-761-6109

Tenant Name: _____

Floors (s) #: _____ Suite # _____ Phone #_____

Dept. #: _____ Client/Cost Center #: _____Bank #: _____

Date (s) From: _____ thru_____
MM/DD/YY MM/DD/YY

Time Requested: From:_____ to_____
AM or PM AM or PM

Operations Requested: HVAC _____ Smoke Evacuation_____

Requested By: _____

Approved By: _____
Please Print

_____
Signature

_____
MM/DD/YY

Note: Standard HVAC operation hours are 7:00 a.m. – 6:00 p.m., Monday – Friday and 7:00 a.m. to 2:00 p.m. on Saturday, excluding holidays. After-hour HVAC and smoke evacuation will be billed at $35.00/hr./floor or per the terms of your lease.

Received by: _____

FOR CUSHMAN & WAKEFIELD USE ONLY:

Called in to Central Plant_____on_____by_____to_____
(time) (date) (name) (name)