

**REQUEST FOR OVERTIME AIR
1300 MAIN**

Company Name: _____

Suite: _____

Requested Date(s): _____

Authorized Signature: _____

Sun	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Mon	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Tue	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Wed	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Thu	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Fri	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.
Sat	Start _____ a.m.	Stop _____ a.m.	Start _____ a.m.	Stop _____ a.m.

Send completed form to:

FAX: 281-822-3670 or

EMAIL: crystal.delossantos@am.jll.com; Terry.Hanna@am.jll.com; ellen.pannell@am.jll.com

- Weekday requests are due by 2:00 p.m. Monday – Friday
- Weekend requests are due by 2:00 p.m. on Friday

Weekdays: Normal operating hours for heating / air conditioning are from 7:00 a.m. until 6:00 p.m., excluding holidays. Should heating or air conditioning be needed before or after normal operating hours, a standard rate will be charged, as outlined in your Lease, with a minimum usage of two (2) hours.

Weekends: Normal free hours on Saturday from 7:00 a.m. until 1:00 p.m. are by request only, in order to conserve energy.

