

IBC Plaza

AIR CONDITIONING REQUEST FORM

Air conditioning is supplied to all Tenants at the IBC Plaza Building from 7:00 a.m. – 6:00 p.m. Monday – Friday and 8:00 a.m. – 1:00 p.m. on Saturdays.

Air conditioning requested after these hours is to be considered overtime air conditioning and this special request by a Tenant will be charged \$45.00 per hour. Any Tenant requesting overtime air conditioning must complete and sign this form.

OVERTIME AIR CONDITIONING:

TENANT: _____

SUITE: _____

DATE AIR CONDITIONING IS NEEDED: _____

TIME AIR CONDITIONING IS NEEDED: _____ AM / PM TO: _____ AM / PM

AUTHORIZED SIGNATURE: _____

DATE: _____

Please return this form to the Property Management Office via email to leem@senterrareg.com one day prior to the scheduled time and before 12:00 Noon on Friday for weekend air-conditioning.

PROPERTY MANAGEMENT USE ONLY:

Total number of hours used extra A/C _____ (x) \$45.00/hr. _____

TOTAL AMOUNT DUE \$ _____