



**1900 AVENUE OF THE STARS  
BUILDING PROCEDURES FOR AFTER HOURS HVAC SERVICE**

- Please copy this form and fill out one (1) per employee
- Assign access level by marking the appropriate box

Primary Tenant \_\_\_\_\_ SubTenant \_\_\_\_\_

Suite Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Employee Name \_\_\_\_\_

**After Hours Air Conditioning System**

Authorized to activate after hours air conditioning system  
Please note that all after hour air conditioning charges will appear on your rental statements.

Monday through Friday: 6:00 PM - 8:00 AM Billable Hours

Saturday: before 9:00 AM or after 1:00 PM Billable Hours

Sunday and Holidays: 24 Hours Billable Hours

Air conditioning is available at NO CHARGE on Saturdays between the hours of 9:00 AM and 1:00 PM. All requests are to be ordered by tenants using the telephone card access system.

Approved by: \_\_\_\_\_  
Primary Tenant/Office Manager

Building Access Card # \_\_\_\_\_