



**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 # _____