



1900 West Loop South
Suite 1175
Houston, Texas 77027
Phone: 713.850.9555
Transwestern.com

1900 West Loop South AFTER HOURS AIR CONDITIONING REQUEST

Air conditioning is supplied to all 1900 West Loop South tenants at no cost from Monday through Friday, from 7:00am through 6:00pm, except for Building Holidays. It is also offered at no cost on Saturdays from 8:00am through 1:00pm but must be requested in advance.

Air conditioning that is needed outside of these hours is considered overtime air conditioning, and the tenant will be charged \$58 per hour (subject to change), plus a 15% administrative fee. Any tenant requesting overtime air conditioning, must have this form signed by an authorized tenant representative.

Please submit this completed form to the Property Management office, Suite 1175, before 2:00PM on weekdays. If the form is submitted after 2:00PM on a weekday or at any time over a weekend or Holiday, there will be an additional charge of \$70, which includes 2 hours minimum time for the On Call Engineer to program the requested overtime air conditioning.

TENANT: _____ SUITE: _____

DATE AIR CONDITIONING IS NEEDED: _____ Su M T W Th F Sa

TIME AIR CONDITIONING IS NEEDED

START TIME _____ AM PM END TIME _____ AM PM

By signing this form, I acknowledge the \$58.00 per hour rate plus the 15% administrative fee for the requested overtime air conditioning. I also acknowledge that if this form is submitted after 2:00PM on a weekday or at any time over a weekend or Holiday, it will incur an additional charge of \$70.

AUTHORIZED SIGNATURE _____

PRINTED NAME _____ DATE _____

Property Management Use Only

Form Received By: _____ In Hand Email Fax

Date Received: _____ Time Received: _____

Total # of HVAC Hours: _____ HVAC Cost: _____ Admin Fee: _____

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE
SUITE 1175 OR 1900WLSMGMTTOFC@TRANSWESTERN.COM**