

TELUS garden

AFTER-HOURS HVAC REQUEST FORM

(weekends or Weekday Evenings after 6:00pm)

TO: _____

DATE: _____

FAX: _____

IMPORTANT: PLEASE READ

- All requests should be made by the company authorized representative one (1) day prior to actual date required.
- If request is being made on same day, please fax to TBD (mark your form urgent) no later than 3:00pm.
- For same day requests after 3:00pm (e.g. emergency meetings), please call security desk TBD and ask for an on-duty engineering staff member to call you. Follow up by sending the form by fax to TBD.

Note: This form is available electronically online and may be accessed by visiting our website @ TBD following the same procedure as for faxed form.

TENANT/REQUESTOR INFORMATION

_____	_____	_____	_____
TENANT NAME	PHONE NO.	FAX NO.	SUITE NO.
_____		_____	
AUTHORIZED REPRESENTATIVE		SIGNATURE	

DETAILS

_____	From: _____	To: _____
DATES REQUIRED	REQUIRED TIMES	
_____	_____	_____
AREA	FLOOR	ZONE
PLEASE CHECK:		
1) Cooling (spring/Summer)	<input type="checkbox"/>	(\$TBD per hour, subject to change)
2) Fans Only (Fall/Winter)	<input type="checkbox"/>	(\$TBD per hour, subject to change)
Heat (No Chiller)		