

601 Travis

EDF Overtime HVAC Request Form

Date: _____

Autorized by: _____

Company: _____

Telephone Number: _____

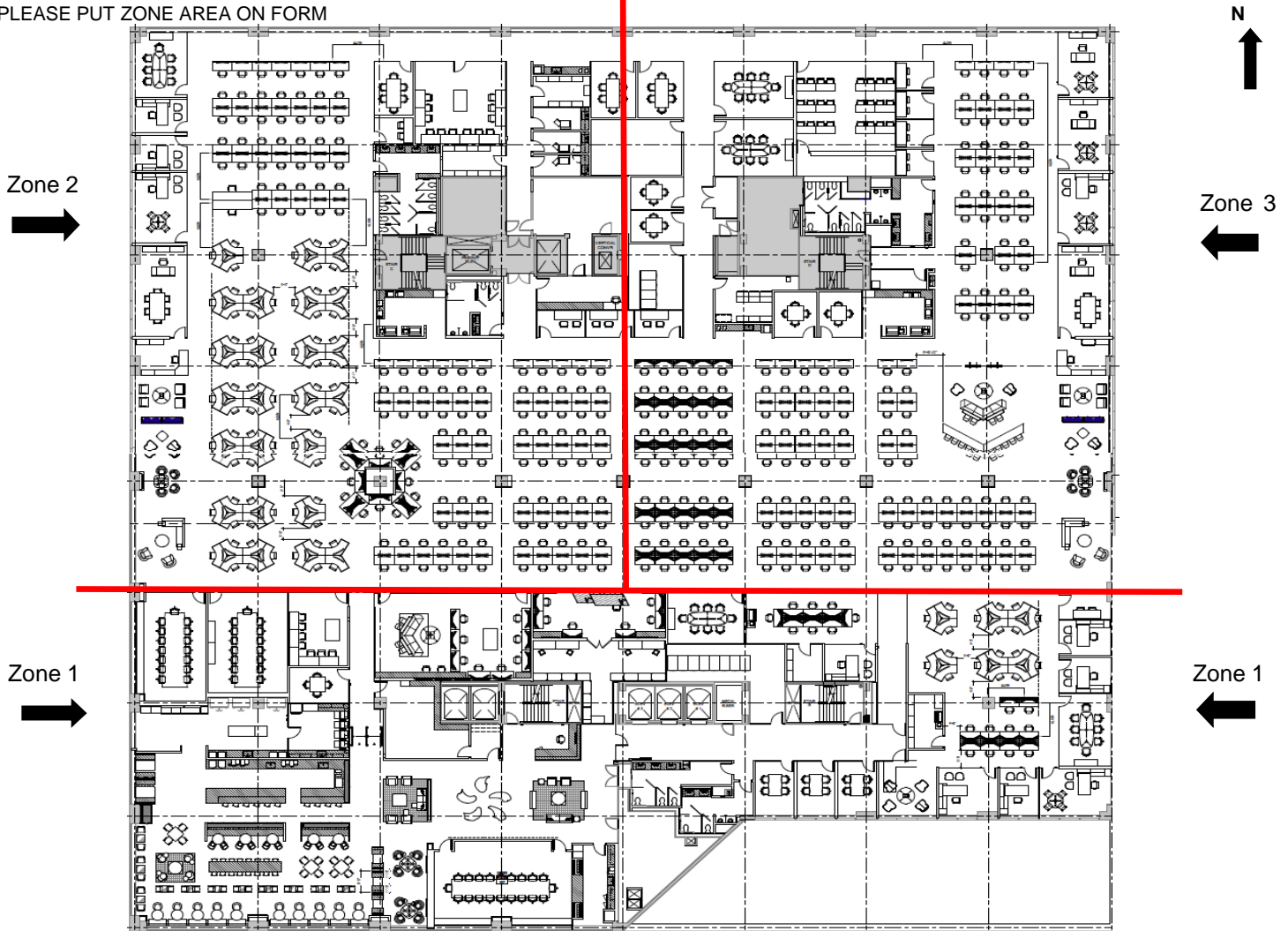
Suite #: _____

Department: _____

Cubicle/Office #: _____

Date	Day	Floor	*Zone	Time		Office Use Only	
				Start	Stop	Eng Initial	Number of units

* PLEASE PUT ZONE AREA ON FORM



Air Conditioning is provided:

- * Monday through Friday 7 AM to 6 PM
- * Saturday 8 AM to Noon (*When Requested Only*)

Air Conditioning is NOT provided:

- ** Sunday, after hours and "official building holidays"

Between 8 AM and 5 PM (Monday through Friday), please Email to Tenant Requests (tenantrequests@chasetower.com) . After 5 PM and on Weekends, *Overtime Air Requests are accepted at the Lobby Security console in the Lobby.* Should you have any problems concerning this request, please call (713) 224-0441.

Please allow sufficient time for the space to reach a comfortable temperature.

For example: If the space temperature is above 80 degrees it could take a few hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor. Thank You.

Property Management Office (713) 224-0441
 Engineering Office (713) 223-3214
 24 Hour Security (713) 437-7080