

# JP Morgan Chase Center

Nextera

Daily Request for Overtime Air

PLEASE COMPLETE ONE REQUEST PER AREA

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Suite #: \_\_\_\_\_

Department: \_\_\_\_\_

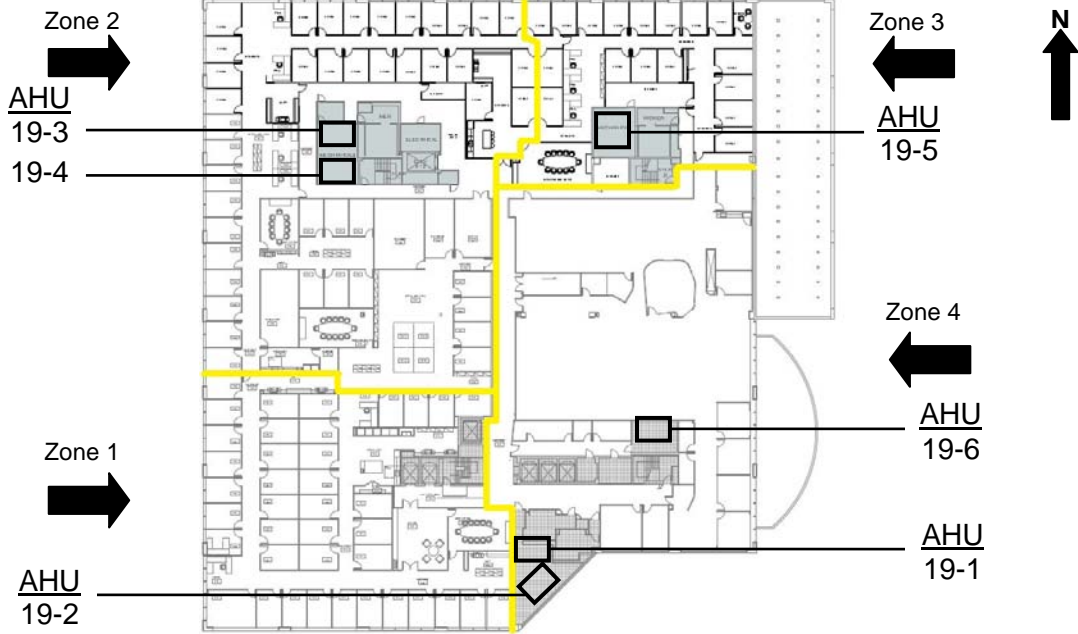
Floor #: \_\_\_\_\_

Cubicle/Office #: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

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 7:00 AM to 6:00 PM  
 Saturday 8:00 AM to Noon (*When requested only*)  
**Air Conditioning is NOT provided:**  
 Sunday, after hours, and official building holidays

Between 8:00 AM and 5:00 PM Monday through Friday, please fax the completed and signed form to the Engineering Department at (713) 224-7811. After business hours, on weekends, or during official building holidays, forms are accepted at the Security console in the lobby. If you have any questions or concerns, please call (713) 223-0441.

**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.

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