

AFTER HOURS HVAC & LIGHTING REQUESTS

**Douglas
Emmett**



Please fax all requests to the Office of the Building at **(310) 551-9996**.

CARD NUMBER _____ EMPLOYEE NAME _____

TENANT / SUB TENANT _____ SUITE # _____

PHONE NUMBER _____ E:MAIL _____

AFTER HOURS AIR CONDITIONING Authorized to activate after hours air conditioning system.
Please note that the current rate is **\$65 per hour** and is subject to change without notice. All after hours air conditioning charges will appear on your rent statements.

AFTER HOURS LIGHTING Authorized to activate after hours lighting system (in suites with new lighting systems only.) The lighting system is a billable service and charges will appear on your rent statements.

Air conditioning / lighting is available at no extra charge on Saturdays between 9 AM and 1 PM. All requests are to be ordered by tenants using the telephone card access system.

Monday – Friday: 6:00 PM – 8:00 AM	Billable Hours
Saturday: Before 9:00 AM or after 1:00 PM	Billable Hours
Sunday + Holidays / 24 hours	Billable Hours

NOTE: There will be a \$25 charge for all card keys that are lost, stolen or damaged. All cards must be returned to the Office of the Building for deactivation when an employee leaves your organization or is no longer authorized to use the system.

Approved by: _____ Date: _____

Primary Tenant / Office Manager