



2000 West Loop South  
Suite 150  
Houston, Texas 77027  
Phone: 713.871.8252  
Transwestern.com

## 2000 West Loop South AFTER HOURS AIR CONDITIONING REQUEST

Air conditioning is supplied to all 2000 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 \$25 per hour (subject to change), plus a \$10 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 150, 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 \$35.00 per hour rate plus the \$10 admin 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 150 OR 2000WLSManagementOffice@TRANSWESTERN.COM**