



# LINCOLN CENTRE

## OVERTIME AIR CONDITIONING REQUEST FORM

Company Name: \_\_\_\_\_ Building/Suite: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Date(s) Requested	Hours Requested (2 HOUR MINIMUM INCREMENTS)
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.
	From: _____ a.m./p.m. To: _____ a.m./p.m.

Please indicate:

- ☐ One Time Request
- ☐ Standing Request

**Overtime Air Conditioning**      **\$60.00 Per Hour**  
**Penalty Fee**      **\$80.00 Late Weekend Notice (See below)**

Heating Ventilation and Air Conditioning (HVAC) are provided from 8:00 a.m. to 6:00 p.m. Monday - Friday (except National Holidays), and will be provided **at no charge** from 8:00 a.m. to 1:00 p.m. on Saturdays **by your request**. Requests for Overtime HVAC should be submitted no later than 4:00 p.m. prior to the time/date service is needed in order to allow for the scheduling by our Engineering Staff. Please notify the Lincoln Centre Security office at 972-770-2487 if a problem occurs while receiving Over Time Air Conditioning or Heating.

**Send to Lauren Heinrich**

Direct: 972.770.2440

Fax: 972.770.2450

[lauren.heinrich@cushwake.com](mailto:lauren.heinrich@cushwake.com)

REQUEST PLACED BY: \_\_\_\_\_

\_\_\_\_\_  
Authorized Tenant Contact's Signature

\_\_\_\_\_  
Date