



# ENBRIDGE CENTRE

Overtime HVAC Request Form



ENBRIDGE  
CENTRE

## OVERTIME HVAC REQUEST FORM

*OT HVAC will incur a charge of \$60.00/hr for the first requested floor and \$30.00/hr for each additional floor, plus GST and an administration fee*

Tenant Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Request Date: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Monday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tuesday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Wednesday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Thursday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Friday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Saturday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sunday \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Floors: \_\_\_\_\_

**X** \_\_\_\_\_  
Tenant Authorized Signature

**X** \_\_\_\_\_  
Hines Authorizes Signature

### HILP/ENGINEERING:

Programmed by: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hourly Rate: \_\_\_\_\_

Heating/Cooling: \_\_\_\_\_ Total Billing: \_\_\_\_\_

Work Order: \_\_\_\_\_