

Corporate Center Pasadena

AFTER HOURS AIR CONDITIONING/HEATING (HVAC) FORM

We are excited to announce that all tenants can now request after-hours air conditioning or heating by calling into the after-hours computer. The after-hours control system (ACS) is just one way that Corporate Center tenants can help conserve energy.

All tenants can request after-hours air conditioning or heating by calling into the after-hours computer. This service allows ONLY authorized users to request current service, designate future requests or cancel future requests. As a reminder, "Normal Business Hours" are from 8:00 a.m. to 6:00 p.m. on Mondays through Fridays and Saturdays from 9:00 a.m. to 1:00 p.m. (excluding legal holidays), and air conditioning/heating is free of charge during this time.

Each tenant can designate the number of authorized users that are allowed to make air conditioning requests. Once the users have been identified, they will receive a set of instructions along with a user ID and a tenant ID. The after-hours system is user-friendly and guides the user with detailed voice prompted menus.

Remember that the current charge for heating or air conditioning is \$65.00 per hour and invoices are generated automatically based on the user's requests.

Please complete the information below and the users will receive a set of instructions.

COMPANY NAME:

MAIN CONTACT

BLDG & SUITE #: PHONE #

NAME OF AUTHORIZED USERS:

IMPORTANT NOTICE: Tenant assumes full responsibility for the control, custody and issuance of the Access Code(s) and acknowledges that the Code(s) are to be only issued to and used by authorized persons stated above. In the event that unauthorized users request after-hours HVAC, Tenant will be responsible for payment of such usage.

Print Name: _____ Date: _____

Authorized Tenant's Signature (Office Manager) _____