All previous forms are obsolete. June 2001

JPMorgan Chase Tower

Daily Requests for Overtime Air

PLEASE COMPLETE ONE REQUEST PER FLOOR

Date: _____ Authorized By: _____

Company Name: _____ Telephone Number: _____

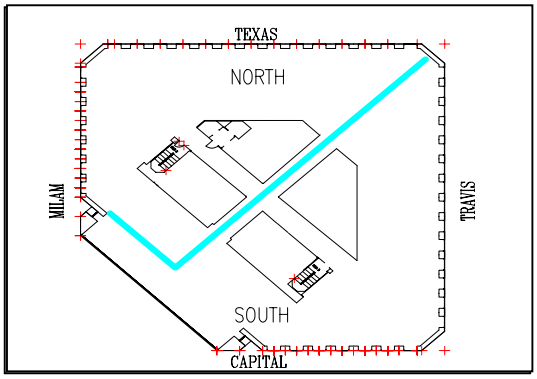
Suite Number: _____ Department: _____

							JPMorgan Chase Bank Required			
Date	Day	Floor	*Unit (N, S, Both) **Circle One**			Time		Cost Center	Employee ECA	Engineering Dept. Use Only.
						Start	Stop			
			N	**S**	**B**					

*** N = North Unit**

*** S = South Unit**

*** B = Both Units (North and South)**



Air Conditioning is provided
* Monday through Friday 7A.M to 6:P.M.
* Saturday 8 A.M. to Noon (When Requested Only)
Air conditioning is NOT provided:
* Sunday, after hours and "official building holidays"

Between 8 A.M. and 4:30 P.M. (Monday through Friday), please fax this form to the Hines Engineering Department at (713) 224-7811. After 4:30 P.M. OR ON WEEKENDS, Overtime Air requests are accepted at the Security console in the Main Lobby. Should you have any problems concerning this request, please call (713) 223-0441.

Please allow sufficient time for the space to reach a comfortable temperature.
For example: If the space temperature is above 80 degrees it could take 3 to 4 hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor.

Thank You!

Hines Management

Processing Information

Engineering _____ Date _____ Time _____

Security _____ Date _____ Time _____

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