

## Heating, Ventilation and Air Conditioning (HVAC)

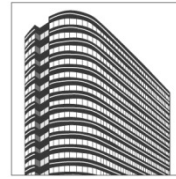
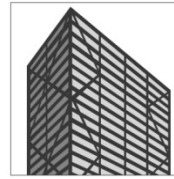
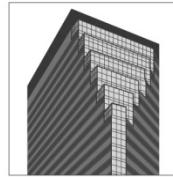
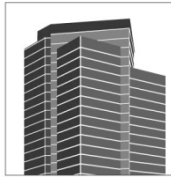
Heating, Ventilation and Air Conditioning (HVAC) is provided Monday through Friday from 6:00 a.m. to 6:00 p.m. and from 8:00 a.m. to 2:00 p.m. on Saturdays. No heating or cooling is provided after regular business hours, on Sundays or on holidays. During most times of the year, the building remains comfortable for tenant use and occupancy after the HVAC system is shut down.

After-hours HVAC is available for a fee upon request. A copy of the After-Hours HVAC Request Form is available below. This form must be completed and returned by 3:00 p.m. on the day you need service, or by 3:00 p.m. on Friday for weekend service. The Request may be dropped off at the Security Desk, Management Office, 3000 Town Center, Suite 2500, 248.350.2222 or via email [SouthfieldTC@Transwestern.com](mailto:SouthfieldTC@Transwestern.com).

Charges for this service are as follows:\*

| <u>May 1 through September 30</u>  | <u>October 1 through April 30</u> |
|------------------------------------|-----------------------------------|
| Air Conditioning: \$70.00 per hour | Heating: \$35.00 per hour         |
| Fan Only: \$15.00 per hour         |                                   |

\*Prices are subject to change.



## AFTER HOURS HVAC REQUEST FORM

Today's Date: \_\_\_\_\_

Date(s) for HVAC request: \_\_\_\_\_

Location for After Hours HVAC: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

I AM AWARE OF THE CHARGES FOR AFTER HOURS HEATING/COOLING. I UNDERSTAND AND AGREE TO THE CHARGES STATED BELOW.

**PLEASE CHECK ONE:**

MAY 1 – SEPTEMBER 30

{ } FAN ONLY – \$15.00 PER HOUR

{ } AIR CONDITIONING – \$70.00 PER HOUR

OCTOBER 1 – APRIL 30

{ } HEATING/VENTILATION –  
\$35.00 PER HOUR

START TIME: \_\_\_\_\_

OFF TIME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**REQUESTS FOR AFTER HOURS VENTILATION OR AIR CONDITIONING MUST BE REQUESTED BY 3:00 PM ON THE DATE YOU ARE IN NEED OF SERVICE OR BY 3:00 PM ON FRIDAY FOR WEEKEND SERVICE.**

**NORMAL HOURS OF HVAC OPERATION ARE AS FOLLOWS:**

- MON. – FRI. 6:00 AM – 6:00 PM
- SATURDAY 8:00 AM - 2:00 PM
- SUNDAY NO HVAC

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**Modification of Request: To be changed and completed by Authorized person**

Change of time for service requested: Time change from \_\_\_\_\_ to \_\_\_\_\_

Change of request from Fan, Air Conditioning or Heating to: Fan \_\_\_\_ AC \_\_\_\_ Heating \_\_\_\_

Approved by: \_\_\_\_\_ Position: \_\_\_\_\_ Co. or Vendor: \_\_\_\_\_

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**Engineering:**

Request for After Hour HVAC completed according to the approved request.

By: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Report all abnormal conditions to Lead Engineer.

Rev. 10.22.15