



# Overtime HVAC Request

## 1515 Poydras



Effective 04/01/2023 – 03/31/2024

WORK ORDER #: \_\_\_\_\_

After-hours heating and air conditioning is available at all times (but only after two (2) hours advance notice to Landlord if such notice is given during business hours and after four (4) hours advance notice at all other times. The hourly charge for after-hours heating and air conditioning is **\$137.00** per hour with a minimum of two (2) hours per occurrence Monday through Saturday commencing immediately prior to the beginning of each day's business hours or immediately following the expiration of each days' business hours and a minimum of four (4) hours per occurrence at all other times.

**Air Conditioning cannot be guaranteed if ordered after Noon on the day the service is requested.**

I hereby request one of the following services at the **1515 Poydras Building**

Please circle one of the following:

Service:

Cost:

- a) Overtime air-conditioning **\$137.00** per hour small chiller
- b) Fan usage\* **\$10.50** per hour  
Please note that fan usage will only circulate existing building air.

I will require service during the following period(s):

Date(s):

Time Period: (please circle am OR pm)

_____	From _____	am/pm	To _____	am/pm
_____	From _____	am/pm	To _____	am/pm
_____	From _____	am/pm	To _____	am/pm

I understand I will be invoiced for the above services by Jones Lang LaSalle Americas, Inc. at the above rates.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

Suite #: \_\_\_\_\_

Date: \_\_\_\_\_

Please email completed Overtime HVAC Request to [tsrpoydras@jll.com](mailto:tsrpoydras@jll.com).

If your air request needs to be terminated before your requested time please notify a building engineer **directly**. They can be contacted through the security guard at the front desk. If you do not directly speak to the engineer and schedule this early shut down you will be charged for the full time period.