

Equity Office Properties
700 North Brand Blvd., Suite 580
Glendale, CA 91203

AFTER HOUR AIR CONDITIONING REQUEST

TENANT: _____

FLOOR: _____ DATE: _____

I hereby request that the building provide air conditioning to our premises for the below listed non-standard hours. I understand that we will be liable for payment of the charges **in the amount of \$70.00 per hour** in connection with this non-standard usage. I also understand and agree that Equity Office Properties will not be liable for any loss of business interruption in connection with any failure to provide the requested non-standard air conditioning.

For Office Use Only					
DATE NEEDED	FLOOR	HOURS FROM TO		TOTAL HOURS	PROGRAMMED BY

I certify that I am authorized to make this request on behalf of my company.

Signed

Date

NOTE: Requests must be in writing and must be received by the Office of the Building by Noon Friday for Saturday and Sunday air conditioning. We require at least 24 hours advance notice for all other requests.

**FAX TO: Equity Office Properties
(818) 243-0439**