



Date:.....

**TransCanada Tower**

**After Hours HVAC and Lighting Request**

Note: HVAC (Heating Ventilation and Air Conditioning) is provided as part of the lease between 06:00 hours and 18:00 hours on working days. On weekends and holidays it is supplied between 09:00 hours and 16:00 hours (if requested). Complete this form to request HVAC on weekends and holidays or on weekdays outside normal hours on either a regular, scheduled or temporary basis.

All HVAC provided outside scheduled hours will be charged to the tenants concerned.

**Company/Organization:**

**Floor:**

**Authorized by:**

**Phone:**

**Ongoing Requirements**

(The schedule will be changed and tenants invoiced on an ongoing basis)

Times additional regular service required - **weekdays**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Times additional regular service required - **weekends**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Times additional regular service required - **holidays**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Temporary Requirements**

Dates/times additional service required

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form via: email to [TCTservice@hrreit.ca](mailto:TCTservice@hrreit.ca) ; fax to 403 215 4528 or by hand to the security office on the main floor.

**Office Use Only**

	Print Name	Signature
Security Guard:		
TSR created by:		
Date changes made		
Changes made by:		
Authorization checked:		