



WARRINGTON PCI  
MANAGEMENT

### ROYAL CENTRE - AFTER HOURS HVAC REQUEST FORM

(Weekends or evenings after 6:00 p.m.)

TO WARRINGTON PCI MANAGEMENT DATE: \_\_\_\_\_  
FAX: (604) 685-1294

**IMPORTANT: PLEASE READ**

- All requests should be made by the company authorized representative one (1) day prior to actual date required.
- If request is being made on same day, please fax form to (604) 685-1294 (mark your form URGENT) no later than 3:00 p.m.
- For same day requests after 3:00 p.m. (e.g. emergency meetings), please call Security at 669-0233 and ask for an on-duty engineering staff member to call you. Follow-up by sending the form by fax to (604) 685-1294.

**NOTE:** This form is available electronically online and may be accessed by visiting our website @ [www.royalcentre.com](http://www.royalcentre.com) following the same procedure as for faxed forms.

TENANT / REQUESTOR INFORMATION			
<u>TENANT NAME</u> _____	<u>PHONE NO.</u> _____	<u>FAX NO.</u> _____	<u>SUITE NO.</u> _____
<u>AUTHORIZED REPRESENTATIVE</u> _____	<u>SIGNATURE</u> _____		
DETAILS			
<b>DATE REQUIRED:</b> _____			
<b>TIME:</b>	From: _____	To: _____	No. of Hours _____
<b><u>CHARGE INFO.</u></b>			
1) HVAC All year round	<input type="checkbox"/>	(\$70.00 per hour, subject to change)	
DISTRIBUTION			
1) Operations Manager	2) Engineering	3) Accounting (for invoicing)	

Amended: January 2021, Tess Paez