



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 following the same procedure as for faxed forms.

TENANT / REQUESTOR INFORMATION

TENANT NAME _____ PHONE NO. _____ FAX NO. _____ SUITE NO. _____

AUTHORIZED REPRESENTATIVE _____ SIGNATURE _____

DETAILS

DATE REQUIRED: _____

TIME: From: _____ To: _____ No. of Hours _____

CHARGE INFO.

1) HVAC All year round (\$60.00 per hour, subject to change)

DISTRIBUTION

- 1) Operations Manager
- 2) Engineering
- 3) Accounting (for invoicing)

Amended: September 2016, Tess Paez