

REQUEST FOR AFTER HOUR AIR CONDITIONING CODES

After hours air conditioning is provided via a computerized energy management system. Your company will be responsible for the cost associated with after hour air conditioning. No charges are billed for the following times Monday thru Friday 8:00am -6:00pm and Saturday 8:00am-1:00pm. All other times are chargeable. The current rate is \$35.00 per hour plus 15% admin fee and applicable sales tax; please note that this rate can change with written notice from the Landlord.

Please provide a list of individuals whom you want to have authority to activate after hour air conditioning. Once we program the names for access, we will return their personal access code and instruction sheet detailing the operation of after hour air conditioning.

Please complete the form below, *except access code column*, and fax to the property management at (813) 281-1110.

Thank you.

DATE: _____ BUILDING: _____

COMPANY NAME: _____

SUITE NO: _____ TELEPHONE NO: _____

AUTHORIZED BY: _____

Print Name

Signature

INDIVIDUAL

Access Code*

1. _____

2. _____

3. _____

4. _____

***To be completed by Property Management.**

**Island Center
Overtime HVAC Instructions**

Name: _____ Suite: _____ Code Number: _____

Afterhours Control System Summary Instructions

1. Use a touch tone phone to dial your access number: (813) 281-9060
2. When asked, enter your 4 digit Tenant ID at the prompt.
3. When asked, enter your 4 digit User ID at the prompt.
4. Press [1] for immediate service, [2] for future service, [3] to cancel current service, or [4] to hang up.

Note: The pound [#] key can be pressed at any time to return to the main menu.
Listen carefully, the system will verbally prompt for all requested user input.

Immediate Service Option [1]

5. Press [01] through [24] for the amount of service hours to be requested.
6. The system may confirm today's lease hours, duration of service, and cost of service.
7. Press the star [*] key to accept.
8. The system will confirm that the request has been accepted and will hang up.

Future Service Option [2]

1. Press [01] through [12] for the month you will require service.
2. Press [01] through [31] for the day of the month you will require service.
3. Start times are entered in military format 6:30 AM is entered as 0630.
4. 6:30 PM is entered as 1830. Enter the start time using the proper 4 digits.
5. Press [01] through [24] for the amount of service hours to be requested.
6. The system will confirm normal lease hours for the day of the request, and will then
7. confirm the start time, ending time and total cost of the requested service.
8. Press the star [*] key to accept.
9. The system will confirm that the request has been accepted and will then provide you
10. with the specific service request number (4 digits) should service need to be
11. cancelled prior to the actual start of the service.
12. The system will prompt you to press [1] to hang up or [2] to repeat service request number.

Cancel Service Option [3]

1. Press [1] to cancel service already in progress, press [2] to cancel future service.
2. Select [1] and the system cancels the service and reports the total cost incurred.
3. Select [2] and you will be prompted for your 4 digit service request number.

Note: Once the service request number is entered ACS will confirm that the "Request has been Cancelled" and the system will then hang up.