

JP Morgan Chase Center

Bank of New York Mellon
Daily Request for Overtime Air

PLEASE COMPLETE ONE REQUEST PER AREA

Date: _____

Requested By: _____

Company: _____

Telephone Number: _____

Cubicle #: _____

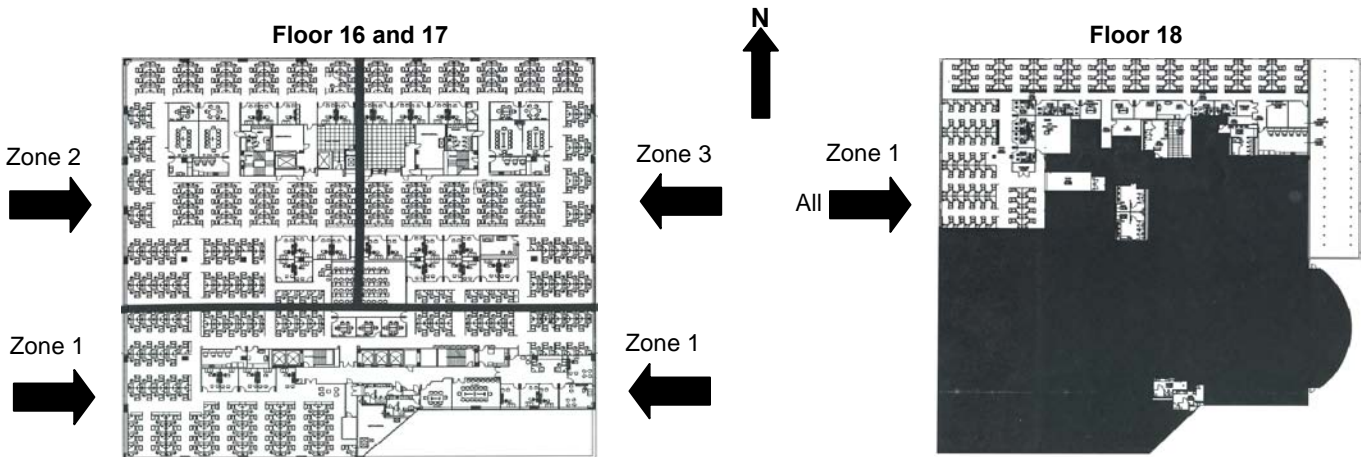
Department: _____

BNY Cost Center: _____

Tenant Signature: _____

Date	Day	Floor	*Zone	Time		Office Use Only	
				Start	Stop	Eng. Initial	Number of units

PLEASE PUT ZONE AREA ON FORM



Air Conditioning is provided:
Monday through Friday 7:00 AM to 6:00 PM
Saturday 8:00 AM to Noon *(When requested only)*
Air Conditioning is NOT provided:
Sunday, after hours, and official building holidays

Between 8:00 AM and 5:00 PM Monday through Friday, please fax the completed and signed form to the Engineering Department at (713) 224-7811. *After business hours, on weekends, or during official building holidays, forms are accepted at the Security console in the lobby.* If you have any questions or concerns, please call (713) 223-0441.

Please allow sufficient time for the space to reach a comfortable temperature.

For example, if the space temperature is above 80 degrees, it could take a few hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor.

Property Management Office: (713) 223-0441
Engineering Office: (713) 223-3214
24-Hour Security: (713) 437-7080