



# FRANKLIN P · A · R · K

## **Hall Emery, LLC.**

6100 Tower Circle, Suite 150, Franklin, TN 37067

Phone: (615) 468-7000

### **HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM**

An automated heating, ventilation and air conditioning system operates to ensure your comfort in the building. Strategically placed sensors control temperature. Occasionally, adjustments may be required. Any requests for temperature adjustments should be placed as a work order in Building Engines ([www.requestcom.com](http://www.requestcom.com)) or in the Management Office, at 468-7000. Please do not adjust the sensors without the assistance of a building engineer.

Emergency HVAC buttons have been installed on each floor of the buildings for quick turn-off of the HVAC system in the event of an emergency (anthrax, etc). These buttons will immediately turn off the HVAC on that floor. Buttons are located outside of the mechanical rooms on each floor and are clearly marked. Please do not lean against or hit buttons except in the case of an emergency.

### **AFTER-HOURS HVAC REQUEST**

If you require HVAC service outside of the normal HVAC operating hours, you must complete an HVAC After-Hours Request form and submit via Building Engines, our online work order system. We would like at least 24-hours notice prior to the requested date, but must have it no later than 1:00 PM on the day service is required. We also must have any weekend/holiday request by 1:00 PM the prior day. If we do not receive the request by 1:00 PM on the day service is required, we cannot guarantee that the HVAC will run. Billing for this service will be in accordance with the provisions of your lease.

Heating and Air Conditioning (HVAC) hours of operation are 7:00 AM - 6:00 PM, Monday through Friday, and 8:00 AM - 1:00 PM on Saturday. Please note: After-Hours HVAC request does need to be submitted for Saturday use; however there is no charge for the hours between 8:00 AM – 1:00 PM.

Holiday hours excluded.

Please refer to the Heating, Ventilation and Air Conditioning (HVAC) section of the Tenant Manual for additional information.



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For Office Use

Tenant Charge: \_\_\_\_\_

Landlord Charge: \_\_\_\_\_

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**PLEASE COMPLETE THIS FORM AND SUBMIT REQUEST VIA BUILDING ENGINES.**

## HVAC AFTER-HOURS REQUEST

COMPANY NAME: \_\_\_\_\_

BUILDING NUMBER: \_\_\_\_\_

SUITE NUMBER: \_\_\_\_\_

FLOOR: \_\_\_\_\_

HVAC DAY / DATE: \_\_\_\_\_

HVAC REQUESTED TIME: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

***IF WE DO NOT RECEIVE THIS FORM AT LEAST 24 BUSINESS HOURS IN ADVANCE OF THE REQUESTED DATE, WE CANNOT GUARANTEE THAT THE HVAC WILL RUN.***

**BY SIGNING THIS FORM, YOU AGREE TO THE \$35 / HOUR / FLOOR CHARGE FOR AFTER-HOURS HVAC.  
THIS WILL BE BILLED ON YOUR NEXT STATEMENT.**

PLEASE CALL THE MANAGEMENT OFFICE AT 615-468-7000 IF YOU HAVE ANY QUESTIONS.