



Los Angeles Unified School District Headquarters  
Office of the Building  
**AFTER-HOURS HVAC REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_ Phone: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**NOTE: HEATING, VENTILATING AND AIR CONDITIONING (HVAC) IS SCHEDULED FOR REGULAR BUILDING HOURS: M-F 5:30 AM - 6:30 PM and Saturday 8:00 AM - 12:00 PM, EXCLUDING THE BALANCE OF WEEKENDS AND HOLIDAYS**

After hours charges are \$45/hour PER FLOOR in 1/2 hour increments with a 2-hour consecutive minimum

**Designated areas to receive HVAC:**

FLOOR: \_\_\_\_\_ Cubicle/ Officenumbers: \_\_\_\_\_

BILLABLE HOURS

DATE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Total Billable Hours: \_\_\_\_\_

NOTE: This form is due by 12:00 PM on the last business day before the services are requested.

Total Billing at \$45 per hour: \_\_\_\_\_

FUNDING LINE:  
(Old version)

FUND	AREA	ORGN.	PROG.	OBJ.

(New version):

GL ACCT	COST CTR	FUND	FUND AREA

DEPARTMENT AUTHORIZED SIGNATURE: \_\_\_\_\_

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

PHONE NUMBER FOR FUNDING LINE QUESTIONS: \_\_\_\_\_

**FOR OFFICE OF THE BUILDING USE ONLY**

DATE RECEIVED: \_\_\_\_\_

TIME RECEIVED: \_\_\_\_\_