

Corporate Center Pasadena

AFTER HOURS AIR CONDITIONING / HEATING FORM

We are excited to announce that all tenants can now request after-hours air conditioning or heating by calling into the after-hours computer. The after-hours control system (ACS) is just one way that Corporate Center tenants can help conserve energy.

All tenants can request after-hours air conditioning or heating by calling into the after-hours computer. This service allows authorized users to request current service, designate future requests or cancel future requests. As a reminder, "Normal Business Hours" are from 8:00 a.m. to 6:00 p.m. on Mondays through Fridays and Saturdays from 9:00 a.m. to 1:00 p.m. (excluding legal holidays), and air conditioning/heating is free of charge during this time.

Each tenant can designate the number of authorized users that are allowed to make air conditioning requests. Once the users have been identified, they will receive a set of instructions along with a user ID and a tenant ID. The after-hours system is user-friendly and guides the user with detailed voice prompted menus.

Remember that the current charge for heating or air conditioning is \$65/hour, and invoices are generated automatically based on your requests.

Please complete the information below and the user will receive a set of instructions.

TENANT NAME: _____

MAIN CONTACT: _____

BLDG & SUITE #: _____

PHONE #: _____

AUTHORIZED USERS: _____
