

## REQUISITION FOR EXTENDED AIR-CONDITIONING SUPPLY

Please return this form to our Building Control Center by fax at **2122 9660**. We will provide a reference number to validate your application.

Tenant : ABC Company Floor/Suite : 1/F

Contact Person : Chan Tai Man Tel. No. : 2123 4567

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**Normal Air-conditioning Supply Hours** Mondays to Fridays - 08:00 hrs. to 19:30 hrs.

Saturdays - 08:00 hrs. to 14:30 hrs.

<b>Application Cut-off Time</b>	Mondays to Fridays	- Before 16:30 hrs.
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**Saturdays, Sundays & Public Holidays** - One working day (Mondays – Fridays) in advance

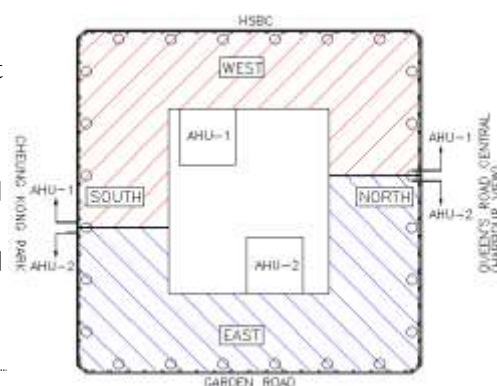
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Please tick the zone that extended A/C is required :    ☒ West    ☐ East

Date Required : From 2/3/2021 to 2/3/2021 [ day(s) ]

Time Required : From 20:00 hrs. to 21:00 hrs. [      hour(s)]

Remarks :



Note:

1. Charge Rate is HK\$264.<sup>00</sup>/AHU/hour. Minimum 2 hours per service and calculated on an hourly basis thereafter.
2. Application made after the cut-off time is subject to an ad hoc service charge of HK\$200.<sup>00</sup> per service.
3. All cancellations must be made prior to the cut-off time. Ad hoc cancellation will **not** be entertained.
4. A debit note for the above service will be sent to your office.
5. For enquiries or service interruption during the supply period, please call our Building Control Center at **2186 8000 (24-hour service)**.

Name in BLOCK Letters

Authorised Signature and Company Chop

Date \_\_\_\_\_

**For Office Use**

Received by Building Control Center Date & Time Received / / :  
hrs.

Handled by      BMS / A/C Duty Staff      Date & Time Received      /      /      :      hrs.

Checked by _____ <div style="text-align: center; margin-top: 10px;">BS Supervisor/Engineer</div>	Processed by _____ <div style="text-align: center; margin-top: 10px;">ADMIN</div>
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☐ Individual Application (HK\$264.<sup>00</sup>/AHU/hr.) ☐ Ad hoc Application (HK\$200.<sup>00</sup>/svc.) Ref. A