

Request for Extension of Air Conditioning

Tenant:	
Unit:	
Contact Person:	
Contact No:	

AHU Number	Date & Day	Start Time	End Time	No. of Hours

For Standing Instructions (Please indicate below):

- | | |
|--|---|
| <input type="checkbox"/> Saturdays and Sundays only (excluding Public Holiday) | <input type="checkbox"/> Until Further Notice |
| <input type="checkbox"/> Monday to Friday Only | <input type="checkbox"/> Others _____ |

Schedule of Air-Conditioning Rates	
Type of Services	Unit Rate
AHU Extension Hours	\$50 Per AHU Per Hour
FCU Extension Hours	\$20 Per FCU Per Hour

For Tenant Acknowledgement

_____ Signature of Applicant	_____ Name & Designation of Signatory	_____ Date
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Note:

- The duration of the air-con extension should be rounded up to the nearest hour, with a minimum of 1 hour for each request.
- Air-conditioning requirements outside standard office hours, weekends and Public Holidays will have to be specially requisitioned with this form at least three (3) working days in advance.
- All Rates and Charges mentioned above are based on costs prevailing at the date hereof.
- The Management may from time to time revise the rates and charges and it shall be valid with immediate effect.
- All rates are exclusive of GST.
- Please contact us at 65928812 should there be no aircon supply on the date & time as requested.

For Official Use Only

_____ Authorised Signature	_____ Name & Designation of Signatory	_____ Date
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