

## Request for Extension of Air Conditioning / Purging System

Tenant:

Unit:

Contact Person:

Contact No:

Air-Conditioning Extension

Purging (Applicable to AHU Only)

Date	Start Time	End Time	No. of Hours	Floor	AHU/Purging Fan No.

### For Standing Instructions (Please indicate below):

Saturdays and Sundays only (excluding Public Holiday)

Until Further Notice

Monday to Friday Only

Others \_\_\_\_\_

Schedule of Air-Conditioning Rates	
Type of Services	Unit Rate
AHU Extension Hours	\$85 Per AHU Per Hour
FCU Extension Hours	\$20 Per FCU Per Hour
Purging of Office Area	\$75 Per Purging Fan Per Hour

### For Tenant Acknowledgement

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name & Designation of Signatory

\_\_\_\_\_  
Date

#### 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.

### For Official Use Only

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Name & Designation of Signatory

\_\_\_\_\_  
Date