

Request for Extension of Air Conditioning / Purging System

Tenant:

Unit:

Contact Person:

Contact No:

Air-Conditioning Extension

Purging (Applicable to AHU Only)

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

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	\$70/- Per AHU Per Hour or \$140/- Per Floor Per Hour
FCU Extension Hours	\$1 Per RT Per hour
Purging of Office Area	\$75 Per AHU 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