



ALEXANDRIA.

**601, 611, 651 Gateway Boulevard**  
**After Hours HVAC Request Form**

Please complete the form below and return via email to Steve Austin ([saustin@are.com](mailto:saustin@are.com))  
cc Linda Wu([lwu@are.com](mailto:lwu@are.com)) and Marek McLaughlin ([mmclaughlin@buildingsupport.net](mailto:mmclaughlin@buildingsupport.net))

Company		Date/ Time AC Requested	
Building/Suite#		Requested By	
Office Number		Contact Email	

**Hourly Rates:**

- \$266.97 per hour for Conditioned Air (heating, air conditioning)
- \$126.63 per hour for Fan Service (ventilation only)

The HVAC System is automatically controlled by the Building Automation System (BAS). The system will turn on the fans and based on various temperature inputs will either turn the chiller (air conditioning) on or leave it off. If the chiller (air conditioning) does not run then the cost will be for fans only. Please note per your lease, there will be a charge for this service including a 20% service fee.

Tenant Acceptance: \_\_\_\_\_

Building Management Approval: \_\_\_\_\_