

## Laveen School District Internal HVAC Request Form

THE LAVEEN SCHOOL DISTRICT UTILIZES AUTOMATED HVAC CONTROLS TO BE ENERGY EFFICIENT. PROPER TEMPERATURES ARE MAINTAINED DURING REGULAR SCHOOL HOURS, WHILE ENERGY-EFFICIENT TEMPERATURES ARE MAINTAINED DURING NON-REGULAR HOURS.

IN ORDER TO HAVE PROPER TEMPERATURES FOR BEFORE-SCHOOL, AFTER SCHOOL AND WEEKEND EVENTS, INCLUDING RENTALS, **THIS FORM IS TO BE SUBMITTED NO LESS THAN 72 HOURS IN ADVANCE OF THE EVENT DATE.**

- All requests are to be submitted to Support Services Department.
- This form can be obtained through the Laveen School District internal website.
- Questions regarding your request should be directed to Julie Carson, Support Services Administrative Assistant or Robert Jacobson, Director of Support Services.
- All requests will be recorded and forwarded to the HVAC/EMS Department personnel for implementation. A copy will be kept on file in Support Services Department.

School/Facility \_\_\_\_\_ Room #/Bldg. # \_\_\_\_\_

Reason for Request \_\_\_\_\_

# Days Needed \_\_\_\_\_ Dates Needed: From: \_\_\_\_\_ To: \_\_\_\_\_

# Hours Needed \_\_\_\_\_ From: \_\_\_\_\_ am or pm To: \_\_\_\_\_ am or pm

Original Event Requester: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Request was emailed to Support Services: \_\_\_\_\_

Support Services Designee Signature: \_\_\_\_\_

Date and time signed by Support Services Designee: \_\_\_\_\_

Event schedule change implemented by: \_\_\_\_\_

Date and time event schedule changed: \_\_\_\_\_

