**Cooling/Heating Request Beyond Normal Hours of Operation**

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* The HVAC systems for most JCPS facilities are programmed to run from 6 a.m. to 6 p.m. Monday – Friday
* This form only needs to be completed for activities that will go *past 6 p.m*. **or** that take place on the *weekend*
* Request should be compiled monthly and submitted *two weeks* in advance
* All request must be approved by the principal. A scanned copy of this form should be emailed to jcpshvacrequests@jefferson.kyschools.us
* Any questions should be directed to HVAC/Mechanical Maintenance at 485-3418

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date of Activity | Day of Week | Description of Activity | Area of Bulding Requiring Heat or Air | Time On | Time Off |
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Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_