

HVAC Request

This form must be completed in addition to the Site Facility Request form and submitted no less than 21 days prior to the requested date of use. A copy will be forwarded to the Energy Efficiency Project Manager upon approval.

Today's date: _____

Date of use: _____

Name of Organization: _____

School: _____

Event: _____

Name of Contact Person: _____

Contact Number: _____

Load time in: _____

Load time out: _____

Time entering building

Time exiting building

Building(s) requesting: _____

Room number(s): _____

Sunnyside Unified School District is contracted with TEP on Energy Efficiency Savings projects. To qualify for reimbursement of the savings the District accrues, the Energy Management Control System is regulated with timers to control heating and cooling needs during regular hours of operation. Site facility requests are not included in the Districts' scheduled hours of operation; therefore, demands a timer override/reset. The timer override/reset requirement is three (3) weeks advance notification for scheduling purposes. Without proper notification the override/reset will not take effect and the heating/cooling conditions may be insufferable.