

AIR CONDITIONING REQUEST FORM for SUMMER SCHOOL SCHEDULE

Please use this form to request the air conditioning in your school to be on for summer school classes. If your school does not have summer school this year, you **DO NOT** need to fill out this form. After filling the form out, please fax it to the Maintenance Center at 851-5624.

School					Date of	
Name:					Submittal	
					Gubiiiittai	
Person to	contact for ad	lditional infor	mation:			
	Class	Time	Dava of the	Class	uration	
Classroom			Days of the		,	
	Start	Stop	Week	From	То	Notes
Number	(time-am/pm)	(time-am/pm)	(enter M-T-W-Th-F	(dav/month)	(day/month)	
	((for each day)	(,,	(,,	

Use the continuation page below for additional rooms.

Page 1 of _____

Date: 10/16/08, Rev. A MNT-F004 Page 1 of 4



SUMMER SCHOOL AIR CONDITIONING REQUEST ADDITIONAL ROOMS SHEET

School Name:					Date of Submittal	
	Class	Time	Days of the Class		Ouration	
Classroom	Start	Stop	Week	From	То	Notes
Number	(time-am/pm)		(enter M-T-W-Th- F for each day)	(mo/dy)	(mo/dy)	Notes

Use additional continuation pages as needed.

Page 2 of _____

Date: 10/16/08, Rev. A MNT-F004 Page 2 of 4



SUMMER SCHOOL AIR CONDITIONING REQUEST ADDITIONAL ROOMS SHEET

School Name:					Date of Submittal	
	Class	Time	Days of the Class		Ouration	
Classroom	Start	Stop	Week	From	То	Notes
Number	(time-am/pm)		(enter M-T-W-Th- F for each day)	(mo/dy)	(mo/dy)	Notes

Use additional continuation pages as needed.

Page 3 of _____

Date: 10/16/08, Rev. A MNT-F004 Page 3 of 4



SUMMER SCHOOL AIR CONDITIONING REQUEST ADDITIONAL ROOMS SHEET

School Name:					Date of Submittal	
	Class	Time	Days of the Class		Ouration	
Classroom	Start	Stop	Week	From	То	Notes
Number	(time-am/pm)		(enter M-T-W-Th- F for each day)	(mo/dy)	(mo/dy)	Notes

Use additional continuation pages as needed.

Page 4 of _____

Date: 10/16/08, Rev. A MNT-F004 Page 4 of 4