



UNITED INDEPENDENT SCHOOL DISTRICT

Cesar Trevino
Director of Energy Management and Environmental Quality

HVAC SPECIAL ACTIVITY REQUEST

Campus/ Building: _____

Requested by: _____ Date _____

<u>Areas/ Restrooms</u>	<u>Date</u>	<u>Time</u>		<u>Activity</u>
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approved by: _____ Date: _____

**Please submit this request to the Facilities Department (3) three Days prior to the activity.
Fax: 956.473.7997 To confirm that this was received please call 473.7984**

After request form is received, you will be notified of its approval or changes by the Energy Manager.

If you have any questions please call Mr. Cesar Trevino, Energy Director at 473.7930 or to report any emergency problems please call 344.1911 (emergency pager)