

LEON COUNTY SCHOOL BOARD AFTER HOURS A/C RUN TIME CHANGE REQUEST

EMAIL THIS REQUEST TO: **HVAC_After_Hours@leonschools.net**
AT LEAST 24 HOURS (REQUIRED) PRIOR TO REQUESTED TIME.

FOR NO MORE THAN 1 WEEK IN ADVANCE.

INCOMPLETE FORMS MAY CAUSE A DELAY IN IMPLEMENTATION.

SCHOOL/SITE:		MONTH/YEAR:	
PRINCIPAL/AP APPROVAL:		PHONE #:	

DATE(S) Range/List	DAY(S)	START TIME	END TIME	BUILDING(S) NUMBERS	F.I.S.H. NUMBERS	JUSTIFICATION (PLEASE CHECK ONE)		
						WAX FLOORS <input type="checkbox"/>	CARPET CLEANING <input type="checkbox"/>	OCCUPIED SPACE <input type="checkbox"/>

***OCCUPIED SPACE** ONLY TO BE USED BY EVENTS SUCH AS:
STAFF MEETINGS, TEACHER CURRICULUM, SUMMER CLASSES OR LEASE OF FACILITIES.