

AIR CONDITIONING AND HEATING REQUIREMENTS WAIVER REQUEST FORM

Date: _____

Command/Customer (Do Not Abbreviate): _____

Building Number: _____

Spaces Needing Modification: _____

Building Infrastructure and Energy Manager (BIEM) or Requestor Information

Name: _____

Telephone: _____ Email: _____

I have been appointed by written designation letter as the BIEM for this building and my designation letter is on file with the FLEACT Yokosuka PWD per reference (f).

Modification From Instruction Requested:

Operation of cooling equipment during shoulder season.

Operation of heating equipment during shoulder season.

Lower the cooling set point below 78°F during occupied hours.

Increase the heating set point above 68°F during occupied hours.

Other: _____

Primary Use for Spaces Served by HVAC System:

Mission Critical

Childcare/Schools

Office/Administrative

Retail (NEX/DECA), clubs and gyms

Other: _____

Justification for Request:

Actions taken so for to alleviate situation (e.g. open windows, fans, etc.):

Temperature Log:

- I have recorded temperatures using the PWD form and am including it in the waiver request.
- Temperature logs not relevant to waiver request.

BIEM: _____ Date: _____



TO BE FILLED OUT BY PUBLIC WORKS DEPARTMENT

Energy
 Manager: _____ Date: _____ APPROVE RECOMMEND
 DISAPPROVAL

Public Works
 Officer: _____ Date: _____ APPROVE RECOMMEND
 DISAPPROVAL

COMFLEACT
 Yokosuka: _____ Date: _____ APPROVE DISAPPROVE

Comments: