

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT
ENERGY CONSERVATION / UTILITY MANAGEMENT**

AFTER HOURS A/C REQUEST FORM

E-mail request to: emshelpdesk@browardschools.com

NAME & TITLE _____ DATE _____

OFFICE PHONE # _____ CELL PHONE # _____

SCHOOL/DEPT NAME _____

DATE(S) OF EVENT(S) _____

AREAS BEING USED _____

EVENT PURPOSE _____

TIMES A/C NEEDED _____

ALL REQUEST MUST GO TO THE: emshelpdesk@browardschools.com

ALL REQUEST MUST BE RECEIVED NO LATER THAN 1:00 PM on the day before the request. Or For weekend requests NO LATER THAN 1:00 PM on the Friday (Thursday during the summer 4 days' work week program) before the weekend service is needed.