

KENT STATE UNIVERSITY

UNIVERSITY FACILITIES MANAGEMENT

Building HVAC Scheduling Request

Email to Energy MGMT Schedules <schedules@kent.edu>

or Fax to 330-672-9288

(Please print Legibly)

Requester's Name: _____

Department: _____

Campus phone:e: _____

E-Mail address: _____

Date Needed: _____

Building: _____

Account Number: _____

Room(s)/Area(s)/Floor(s): _____

Time actually occupied (Please circle):

U = Sunday R = Thursday S = Saturday

From: _____ a.m. / p.m. U M T W R F S

To: _____ a.m. / p.m. U M T W R F S

Reason for request (eg: classes, seminars/workshop, athletic event, special event, standard M-F office hours):

Time(s) this schedule is to be in effect (check all that apply)

Fall Semester:
Winter Break:
Spring Semester:
Spring Break:

Summer Break:
Interession:
Summer I:
Summer II:

Summer III:
Orientation Week:
*Special:

*Please be sure to specify the reason, date and time above.

Curator Signature

Print Name

Date

Please allow a minimum of 2 Business days for Request to be programmed!

Should you have additional concerns regarding this schedule, please contact Energy Management at 330-672-4301 (24301) or after 3:30 p.m. contact BACC at 330-672--2307 (22307).