
To: Principals
From: Tim Yarborough, Director of Operations
Subject: HVAC Overrides for after hour schedules

In order to assist the schools in setting after hour schedules, the following form is required and should be attached, in School Dude to the [attach new file link](#), (step 5) at the bottom of your work order. **Please submit the work order with the attached HVAC override to the Maintenance Department 24 hours prior to the event.** All requests must be submitted in advance, so that Dr. Yarborough can approve them before your event. This allows personnel time to solve any problems with setting the schedule. Many schools have overrides that should be set from the school level. Please learn to use these overrides for your events and if you need instructions on how to operate the overrides at your school, we will be happy to assist staff members. Any questions or concerns please call the Maintenance Department at (803) 642-0002.

School Name: _____ School No. _____

Reason for Operation: _____

Date of Event: _____

Start Time: _____ Stop Time: _____

Specific area(s) to be turned on: _____

School Contact Person: _____ Phone #: _____

Received by Maintenance _____ Input date _____