



Energy Management Comfort Process and After Hours Request

Conditioned Air Request:

All air requests must be submitted at least 48hrs prior to the event in the Alief website portal.

In the occurrence a last minute request is needed, enter the request in the website scheduler as others are done but also contact your Energy Specialist by phone or email to confirm.

How to use the Alief portal:

<http://mis-mdf0-fs02/webapplication3/NewRequests.aspx>

From the main page select the "DEPARTMENTS" dropdown then "BUSINESS & SUPPORT SERVICES" then "MAINTENANCE", Scroll down to the "Resources" and select the link "After Hour Energy Management Request" be sure to fill in all fields

After Hour **Emergency** Request:

After hours include weekends and after 4pm on weekdays

- ✓ Submit your request through the Alief portal
- ✓ Contact Alief PD, ask for the Energy Specialist on call (leave name , building and contact info)
- ✓ Alief PD will dispatch the appropriate Energy Specialist in an attempt to fulfill the request

If emergency request requires a Trade Foreman, the assigned Energy Specialist will follow up with the appropriate foreman.