



North East Independent School District

10214 Sommers Road, San Antonio, Texas 78217

Telephone: 210-356-9300

Fax: 210-657-8916

After Hours HVAC Request Reminder

To assure that requests for After Hours and Weekend air conditioning/exterior lighting are processed, please submit requests no later than 48 hours prior to the event. NEISD has this process in place to better manage our energy usage and utility expenses.

A work order needs to be submitted and all requests are subject to review by the Energy Manager. Please use the link below for a tutorial on how to create an After Hours request.

[After Hours HVAC Tutorial](#)

For questions about After Hours HVAC requests, please contact Mr. Craig McDowell, North East ISD Energy Manager at (210) 356-9339 or dmcdow@neisd.net.

For assistance with HVAC or campus maintenance issues after 4pm Friday or on weekends, please call North East Police Non-Emergency number at (210) 407-0925 so they may contact the appropriate department.

Thank you for your cooperation

Craig McDowell, AEM
NEISD Energy Manager