

Air Conditioning inspection quotation data

Please print this form and post to: Emlott Cottage, Earthcott Green, Alveston, South Glos BS35 3TA

Date Required:	
Requested by:	
Company:	
Address:	
Contact name:	
Contact telephone:	
Contact email:	
Property details:	
Property address	
Property postcode	
Site Contact name:	
Site Contact telephone:	
Site email:	
Additional property details:	
What is the building floor area? (m2)	
Description of building usage and cooling systems installed.	
What is total installed cooling load? (if known) (kW)	
Is there an asset list for all AC equipment on site?	No/Yes
Is there an F-Gas report for the site?	No/Yes
How many separate cooling systems are installed? Description of installed cooling if possible. <i>ie 2 large Chillers on roof, Ductwork throughout building. 10 offices have ceiling mounted cooling units.</i>	
Are there any areas with restricted access or special access arrangements required? Will access be provided?	No/Yes Access provided/not provided
Will attendance be provided to facilitate internal inspection of plant and isolation of systems?	No/Yes
Is there a maintenance engineer/facilities manager that is responsible for the buildings upkeep?	name..... Number.....
Is there a building log book or are any current record drawings/test certificates available for the building? Are these kept on site?	Full records/limited information/none Info on site/off site
Has a previous air conditioning report been undertaken for this building?	No/Yes date.....
Is an Energy Performance Certificate available for this building?	No/Yes date.....
Are scaled or dimensioned plans of the building available? Please send with form if available.	No/Yes
Any other information you feel may be relevant please list....	