

# ENGINEER REQUEST FORM

To be completed by customer, failure to return all the required information will prevent engineer being confirmed and may result in a chargeable return visit.



<b>Project Name</b>			
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<b>Address</b>			
<b>City</b>	<b>County</b>	<b>Postcode</b>	

<b>On-site Parking Availability?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Please provide details of parking facilities in a reasonable, expected walking distance.**

<b>Nearest Train Station</b>			
<i>Applicable to Central London only</i>			

<b>Site Contact Name</b>			
	<i>Prefix</i>	<i>First Name</i>	<i>Last Name</i>

<b>Contact Number</b>			
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**Description of Works**

<b>Number of AHUs to be commissioned/serviced</b>	
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**Serial Numbers for AHUs to be commissioned/serviced (refer to manufacturer's plate, as pictured below)**

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<b>Date Required</b>		<b>CSCS Card Required</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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<b>Induction Required</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Time of Induction</b>		:		
					<i>Hour</i>			<i>Minutes</i>	<i>AM/PM</i>

**Please identify any hazards, our operatives may be exposed to and measures in place to minimize these.**

<b>PPE Required?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**List what type(s) of PPE is required**

*Hard Hat, Gloves etc.*

**Any other notes**

**Any working at height requirement? (customer is responsible to provide adequate access equipment to carry out the task)**

*NB: It is the user's responsibility to ensure the correct installation methods and materials have been used. Failure of components due to defective workmanship will render warranties nil & void.*

**CONDITIONS**

*Unit 1*

**Unit Reference**

**Supply Air Volume**  *l/sec* **Extract Air Volume**  *l/sec* **Off Coil Temp.**  *°C*

**Please confirm the following information.**

<b>Electrical power connected, live and tested?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Correct sizing of fuses and circuit breakers?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Unit mounted on base level?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Debris or blockages in unit?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Adequate access to unit for engineer?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Accessories**   
*i.e. CO<sub>2</sub>, pressure sensor etc.*

**Method of Operation**  **Unit Mode**

*Unit 2*

**Unit Reference**

**Supply Air Volume**  *l/sec* **Extract Air Volume**  *l/sec* **Off Coil Temp.**  *°C*

**Please confirm the following information.**

<b>Electrical power connected, live and tested?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Correct sizing of fuses and circuit breakers?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Unit mounted on base level?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Debris or blockages in unit?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Adequate access to unit for engineer?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Accessories**   
*i.e. CO<sub>2</sub>, pressure sensor etc.*

**Method of Operation**  **Unit Mode**

### Unit 3

<b>Unit Reference</b>					
<b>Supply Air Volume</b>	<i>l/sec</i>	<b>Extract Air Volume</b>	<i>l/sec</i>	<b>Off Coil Temp.</b>	<i>°C</i>

**Please confirm the following information.**

<b>Electrical power connected, live and tested?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Correct sizing of fuses and circuit breakers?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Unit mounted on base level?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Debris or blockages in unit?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Adequate access to unit for engineer?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>Accessories</b>			
<i>i.e. CO<sub>2</sub>, pressure sensor etc.</i>			

<b>Method of Operation</b>		<b>Unit Mode</b>	
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### Unit 4

<b>Unit Reference</b>					
<b>Supply Air Volume</b>	<i>l/sec</i>	<b>Extract Air Volume</b>	<i>l/sec</i>	<b>Off Coil Temp.</b>	<i>°C</i>

**Please confirm the following information.**

<b>Electrical power connected, live and tested?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Correct sizing of fuses and circuit breakers?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Unit mounted on base level?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Debris or blockages in unit?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Adequate access to unit for engineer?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>Accessories</b>			
<i>i.e. CO<sub>2</sub>, pressure sensor etc.</i>			

<b>Method of Operation</b>		<b>Unit Mode</b>	
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### Unit 5

<b>Unit Reference</b>					
<b>Supply Air Volume</b>	<i>l/sec</i>	<b>Extract Air Volume</b>	<i>l/sec</i>	<b>Off Coil Temp.</b>	<i>°C</i>

**Please confirm the following information.**

<b>Electrical power connected, live and tested?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Correct sizing of fuses and circuit breakers?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Unit mounted on base level?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Debris or blockages in unit?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Adequate access to unit for engineer?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>Accessories</b>			
<i>i.e. CO<sub>2</sub>, pressure sensor etc.</i>			

<b>Method of Operation</b>		<b>Unit Mode</b>	
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