

# 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.

COMPLETE  
VENTILATION  
SOLUTIONS LTD.



<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.**

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

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

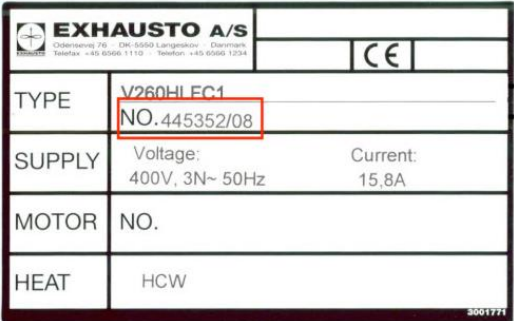
<b>Contact Number</b>	
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**Description of Works**

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<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.**

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<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>			
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<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>
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**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>			
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<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>
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**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>			
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<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>
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**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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Click on this button to save the form on your PC.

**Save Form**

**Submit Form**

Click on this button to email the form back to us.

If you have more units than the form has details to record, please complete additional form only with job reference.