

CENTRAL AC REQUEST FOR SERVICE

Note: You should use more than one Form if needed.

Please follow the steps below to fill in the request for Service Contract for Central AC Equipment form.

A. Write in the gray area only.

1. First, select your District Number from the drop down.

District
Select District

2. Select the school code from the drop box

School Code
Select School

B. In Section B, fill in the following data:

a. Select the number of equipment for which you are asking service contract.

Number of Equipment

b. In DDC Control Subsection: fill in the following data if the school has one.

1. Select Yes for Present?

Present?
Select

2. Write name of manufacturer

If Yes, Name of Manufacturer

3. Write the model Number

Model No.

4. Write software version number

Software Version No.

5. Write Hard Disc size

HD Size

6. Write Operating system name.

Operating System

Note: If the school does not have DDC control, then write NA in the DDC subsection

c. In subsection 1, fill the following data:

1. Select type of equipment from the drop down box (It has 6 different options).

Type of Equipment
Select

Note: If you choose Absorption chiller, Centrifugal chiller or cooling tower, then we need additional information that will appear in the form based on your selection

Manufacturer

2. Write the manufacturer

3. Write the capacity in Tons/BTU/HP

Capacity Tons/BTU/HP

4. Write model no.

model

5. Write Serial Number.

Serial No.

6. Write year of installation (if known)

Installation Year(if known)

7. If you have more than one equipment in the school, repeat subsection 2 and 3.

C. Add any information that does not cover it in this Form.

Add additional notes below

Finally, write your name, your phone number and the name of your Deputy Regional Facilities Manager.