

Site Visit Request Form

For the attention of **Emma Sankey**
E-mail: **Emma@ampair.co.uk**

Company:					
Contact Name:					
E-mail Address / Phone Number:					
Your Signature:					
Order Number*:					
*Order number must be given before attending site. The issuing of an official purchase order does not imply that an invoice will be raised.					
Site Address:					
Attending Engineer:					
Phone number:					
PPE Required:	Boots <input type="checkbox"/>	Hard Hat <input type="checkbox"/>	High Vis <input type="checkbox"/>	Goggles <input type="checkbox"/>	Gloves <input type="checkbox"/>
Product Brand	Panasonic <input type="checkbox"/>				
Purpose of Visit:	Troubleshooting <input type="checkbox"/>	Warranty <input type="checkbox"/>			
	Controls Commissioning Assistance <small>(please request controls site request form)</small>		<input type="checkbox"/>		
	System Commissioning Assistance <small>(for commissioning assistance visits please complete page 2 where applicable)</small>		<input type="checkbox"/>		
Unit Model Number:					
Brief Description of Problem:					
AMP will be in contact to arrange a mutually convenient date and time					

Please note:

- There **must** be an **Engineer** from the requesting company in attendance during our visit.
- It should be emphasised that our involvement at all times is in an advisory capacity and it will be necessary for the contractor to supply all materials, equipment, ladders staging, scaffolding, refrigerant, refrigerant reclaim units or other specialised equipment.
- AMP attendance on site does not imply approval or otherwise of the installation, the selection, or application of the equipment and it is presumed that the equipment is installed in accordance with manufacturers' specification and recommendations.
- Charging for site visits is at AMP discretion, our decision is final.
- 24 hours notice is required for cancellation of site visits.

Schedule of Charges

Site Visit charge:

£90.00 per hour (minimum charge £350.00 ex. VAT).

- Components used at AMP net price.
- Accommodation, incidental expenses and travel costs (parking etc.), are not included and will be charged in addition.

ampair.co.uk | 01707 378 670 | sales@ampair.co.uk

AMP Air Conditioning, Blenheim House, Blenheim Court, Brownfields, Welwyn Garden City, Hertfordshire AL7 1AD

System Commissioning Assistance

Please complete before AMP attend site

The system has been pressured tested in accordance with BS EN378 and witnessed by site agent or equivalent. (Certificate to be available on arrival).	<input type="checkbox"/>
The system has been evacuated in accordance with BS EN378. To be witnessed by site agent or equivalent. (Certificate to be available on arrival).	<input type="checkbox"/>
Power supply wiring to outdoor unit(s) complete and switched on 12 hours before commissioning date for crankcase heater oil warm up.	<input type="checkbox"/>
All power supply wiring to indoor units complete and tested.	<input type="checkbox"/>
All control wiring including remote controllers is complete.	<input type="checkbox"/>
Condensate pipework to be complete and tested for correct drainage by the installing contractor.	<input type="checkbox"/>
Pipework schematics or as installed drawings available with pipework lengths indicated for additional charge calculation.	<input type="checkbox"/>
Additional refrigerant to be available for the installing contractor's representative to add to the system once the above have been completed.	<input type="checkbox"/>
Site Engineer Name:	Phone Number:
Signature (once above completed)	Date:

Additional Information:

- Prior to AMP attending site for system start up the above points must be checked and signed off. If the above information on site is found to be incomplete additional charges may be made by AMP. In extreme cases the site visit may be cancelled and rearranged for a mutually convenient time.
- Where multiple systems are installed then AMP will demonstrate automatic and manual addressing. It is then the responsibility of the installing contractor to address the remaining systems. Unless agreed otherwise.
- Once the systems are fully operational you will be required to fill in the appropriate commissioning paperwork (for AMP to provide start-up check sheets an additional charge may be incurred).