

### Site Visit Request Form

For the attention of Louise Burch (email: [louise@ampair.co.uk](mailto:louise@ampair.co.uk))

Company	.....
Contact Name	.....
Email Address / Tel No:	.....
Your Signature	.....

Purchase Order Number	.....
<p><i>The issuing of an official purchase order gives AMP Air Conditioning Limited the legal right to work and or remove components from the installed equipment; it does not imply that an invoice will automatically be raised. For warranty visits AMP Air Conditioning Limited will only issue invoices if in the opinion of the technical engineer that the malfunction was a direct result of an installation error. All other visits are chargeable unless agreed prior to attendance.</i></p> <p><i>Please see below for schedule of charges.</i></p>	

Site Name / Address	.....
	.....
	.....
Your attending engineer	.....
Engineers Contact No:	.....
Parking available onsite	<input type="checkbox"/> Yes <input type="checkbox"/> No      Nearest parking .....
PPE Required	<input type="checkbox"/> Boots <input type="checkbox"/> Hard Hat <input type="checkbox"/> High Vis <input type="checkbox"/> Glasses <input type="checkbox"/> Gloves

Covid-19 Measures taken	<input type="checkbox"/> Risk Assessment carried out (please provide copy).	<input type="checkbox"/> Confirm site have complied with UK GOV guidance on managing risk of COVID-19
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Original Invoice No:	.....
Product Type	<input type="checkbox"/> RAC <input type="checkbox"/> PACi <input type="checkbox"/> ECOi <input type="checkbox"/> A2W <input type="checkbox"/> Controls <input type="checkbox"/> Other (please specify)
Model / Serial Number:	.....
Reason for Visit	<input type="checkbox"/> Technical Support <input type="checkbox"/> Commissioning      complete page 3.
Warranty	<input type="checkbox"/> Yes <input type="checkbox"/> No
AMP Supplied	<input type="checkbox"/> Yes <input type="checkbox"/> No (additional information will be required, service reports / addressing schedule).

Brief description of problem	.....
	.....
	.....

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**Schedule of Charges:** (Time spent travelling to, from and on site)

- £350.00 ex vat (first 5 hours).
- £600.00 ex vat (5 to 10 hours).
- Each additional hour more than 10 hours £60 per hour.
- Components used will be invoiced at AMP Air Conditioning Limited trade prices.
- Accommodation, incidental expenses and travel costs (parking ect), are not included and will be charged where applicable.

**Please note:**

1. There must always be a representative from the requesting company in attendance during our visit.
2. It should be emphasised that our involvement is always in an advisory capacity.
3. It will be necessary for the contractor to supply all materials, equipment, ladders, staging, scaffolding, refrigerant, refrigerant reclaim units or other specialised equipment.
4. 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.
5. Charging for site visits is at AMP discretion, our decision is final.
6. Failure to notify AMP Air Conditioning 24 hours prior to cancellation of site visit will result in £350.00 charge.
7. Any inspection by AMP Air Conditioning Limited is made without prejudice to any obligations upon the warranty holder.

**System Commissioning Assistance**

**Please complete before AMP attend site.**

1. The system has been pressured tested in accordance with BS EN378 and witnessed by site agent or equivalent. (Certificate to be available on arrival). YES / NO
2. The system has been evacuated in accordance with BS EN378. To be witnessed by site agent or equivalent. (Certificate to be available on arrival). YES / NO
3. Power supply wiring to outdoor unit(s) complete and switched on 12 hours before commissioning date for crankcase heater oil warm up. YES / NO
4. All power supply wiring to indoor units complete and tested. YES / NO
5. All control wiring including remote controllers is complete. YES / NO
6. Condensate pipework to be complete and tested for correct drainage by the installing contractor. YES / NO
7. Pipework schematics or as installed drawings available with pipework lengths indicated for additional charge calculation. YES / NO
8. Additional refrigerant to be available for the installing contractor's representative to add to the system once the above have been completed. YES / NO

**Site Engineer Name:** .....

**Tel No:** .....

**Signed once above completed** .....

**Date**.....

**Additional information:**

1. 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.
2. 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.
3. 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).