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AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-06-21

Closing Date: 2021-07-05

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Select... *King Edward VIII hospital*

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: King Edward VIII Hospital Maintenance

Date Submitted: 2021-06-18

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: KEV 259-21

Item Category: Select...

Item Description: SERVICE MAIN AC PLANT IN MEDICAL PHYSICS, ROOM 50, SOPD, PRU AS PER SPECIFICATION. QUOTATION IS ATTACHED TO ADVERT PLEASE PRINT IT AND BRING IT WITH YOU FOR BRIEFING SESSION SO IT CAN BE STAMPED AND SIGNED YOU WILL NOT PARTICIPATE IF YOU DO NOT HAVE A COPY. WEAR YOUR PPE GEAR, NO EMAILS ARE ALLOWED

Quantity (if supplies) 04

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select... *Site meeting*

Date: 2021-06-24

Time: 11H00

Venue: King Edward VIII Hospital outside maintenance

QUOTES CAN BE COLLECTED FROM: Attached to advert

QUOTES SHOULD BE DELIVERED TO: King Edward VIII Hospital tender box

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Khulani Mthembu \ Eugene Allerston

Email:

Contact Number: 031 360 3446 \ 031 360 3467

Finance Manager Name: Mrs V. Mthembu

Finance Manager Signature:

No late quotes will be considered

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. ~~The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.~~
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date ____/____/____ Time ____:____ Place _____

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
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8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. In the event that the tax compliance status has failed on CSD, *it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.*
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, *the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.*

11. TAX INVOICE

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (here after known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
 - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
 - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....



END-USER SPECIFICATION FORM

Quote Number: _____

Item Description: Service Main AC plant in Medical physics, Room 50, SOPD, PRU (NSI 025 A MNT 21.22)

Department/Section: Service Main AC plant in Medical physics, Room 50, SOPD, PRU Purpose of Item: Servicing

1. Pre-qualification criteria if any:

1.1. Is the works required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes :

1.1.1.1. Must be advertised on CIDB web site

1.1.1.2. CIDB ~~MEI~~ Registered

1.1.1.3. Repairer person to be SARACCA B6 registered/Authorised

1.2. Is a compulsory site inspection / briefing session required? Yes / No **Yes.**

if Yes, specify: Date ____ / ____ / ____ Time ____ : ____ Place _____

1.3. Is local production and content part of the quote? Yes / No

if Yes, specify: _____

1.4. Provisions of section 4(1) (a) of the PPPFA Regulations, 2017 if applicable? Yes

if Yes, specify:

1.5. Liability Cover insurance? **Yes** No

if Yes, specify: Yes: 3rd party liability cover/insurance

2. What is the specification of the required item?

List specifications to be advertised

2.1	Works required: Attend service schedules no attached to tender in the following areas : MEDICAL PHYSICAL:
2.1.1	Codes: ACA4-003A (Water cooled chiller) , ACA4-002B (Water cooled chiller), ACA10-002A (Chilled water coils) , ACA10-002B (Chilled water coils), ACA14-002 (Controls) x2 , ACA15-001 (Dosing Cooling towers); ACA 8- 003A (Water cooling towers) x2; ACA 8- 003B (Water cooling towers) x2;
2.2	Works required: Attend service schedules no attached to tender in the following areas : ROOM 50:
2.2.1	Codes: ACA 11-002A (Package unit) x1 – inside buildings, ACA 11-002B (Package unit) x1 , ACA 15-001 (Dosing Cooling towers); ACA 14-002 (Controls);
2.3	Works required: Attend service schedules no attached to tender in the following areas : SOPD:
2.3.1	Codes: ACA 11-002A (Package unit) x1 – inside buildings, ACA 11-002B (Package unit) x1 , ACA 15-001 (Dosing Cooling towers); ACA 14-002 (Controls);
2.4	Works required: Attend service schedules no attached to tender in the following areas : PRU:
2.4.1	Codes: ACA9-002A; ACA9-002B ACA 1-002A (Air cooled condenser units) x2, ACA 1-002B (Air cooled condenser units) x2, ACA9-002A (DX coil evaporator AHU) x3, ACA9-002B (DX coil evaporator AHU) x3 , ACA14-002 (Controls) x3 Inside units fan coil units - ACA10-002A (Chilled water coils) x16 , ACA10-002B (Chilled water coils) x16, ACA14-002 (Controls) x16

3. Does a sample need to be submitted? No(select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date ____ / ____ / ____ Time 11:00 Place: **Maintenance Department**

3.2. Specify that samples must be made available when requested in writing. **No**

4. Penalties to be noted by the suppliers:

4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, **deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services** using the current prime interest rate calculated for each day of the delay until actual delivery or performance.



END-USER SPECIFICATION FORM

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)		Points	Comment
1.	CIDB Rating		/5
		CIDB ME2 company registration in Air conditioning Installation and maintenance (Must be core business of the company)	
2.	SARACCA certification		/5
		Certified copy of SARACCA registered person (Class B6) that will be carrying out the work/s to be attached to tender document. (Front and back copy).	
3.	Staff qualification		/5
		Staff qualification - Refrigeration artisan Qualification trade test certificate (SARACCA B6 or higher SARACCA classification)	
4.	Company employed staff experience		/5
		Company employed staff experience - Artisan 1 - 2 year = 1 point, 3 - 4 year = 3 points, 5 year and above = 5 points Experience(after trade test) (Company Human Resource department staff employment certified letter/s required)	
5.	Functionality		/50
		Functionality - (Annexure B) - Compile complete bill of material (This is to be done per unit to be serviced on BOQ Quote for all material needed to complete the works on quote form attached to tender.(Example: Tender required <u>installation of item to be installed or sealed or painted</u> – The <u>BOQ do not reflect the required material</u> [will result in 0 points and disqualification of tender].	
6.	Works planning		/5
		Works planning – (Annexure C) - Submit execution plan of each consecutive day of what work will be done and in which area.	
7.	Previous work experience		/5
		Previous work references – 10 x Previous work record references (with dated company stamps and signed by relevant reference company) in the last 2 years.	
		Total	/80

Name of End-user	E. Allerston	Name of Maintenance Manager	G.S. Dladla
Designation / Rank (in full)	Mechanical Supervisor	Designation/ Rank (in full)	Maintenance Manager
Signature		Signature	
Date		Date	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : AIR COOLED CONDENSING UNITS - MAJOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA1-002A

INSTALLATION NAME : REF :
 ORDER No. :

SERVICE PROVIDER : ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Test for oil/refrigerant leaks										
4.	Check compressor oil level										
5.	Check refrigerant level										
6.	Check that the refrigerant is dry										
7.	Check by touch that the motors are not overheating										
8.	Check and note compressor suction/ discharge pressures										
9.	Check condenser fan drives (if belt driven). Replace belts										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check all operating controls and note settings										
11.	Check and note motor amperages										
12.	Clean plant and plant room area										
13.	Check operation of all safety Inter-locks										
14.	Check for loose wiring										
15.	Check all solenoid valves for correct operation										
16.	Check unloader operation										
17.	Clean out control board										
18.	Check operation of switchgear										
19.	Clean and touch up rust spots										
20.	Check operation of crankcase heater										
21.	Check and note DX valve superheat setting and sub- cooling										
22.	Bring HP up and check that HP cut out trips at correct pressure. Note setting										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Bring LP down and check that LP cut out trips at correct pressure. Note setting										
24.	Check oil pressure switch for correct operation										
25.	Do meg-ohm test of motor windings and note readings										
26.	Clean condenser coil										
27.	Take oil sample for analysis										
28.	Tighten all electrical terminals										
29.	Check calibration of all pressure gauges. Re-calibrate if necessary										
30.	Clean and remove loose paint, scale and repaint as required										

NOTE THE FOLLOWING:

- a) Compressor suction/discharge pressures
- b) Operating control settings
- c) Motor amperages (i) compressor
- (ii) condenser fan/s.....
- d) DX valve superheat valve setting

- e) HP cut-out pressure setting
- f) LP cut-out pressure setting
- g) Oil safety pressure setting
- h) Meg-ohm readings (i) compressor
- (ii) condenser fan/s
- i) Ambient temperature (i) dry bulb
- (ii) wet bulb

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT									
NAME OF SERVICEMAN (BLOCK LETTERS):					SIGNATURE:				
NAME/S OF ASSISTANT/S: SEMI SKILLED:									
NAME/S OF ASSISTANT/S: UNSKILLED:									
COMPANY NAME (BLOCK LETTERS):									
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:			
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:			
						NAME OF RESPONSIBLE OFFICIAL ON SITE:			

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : AIR COOLED CONDENSING UNITS - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA1-002B

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Test for oil/refrigerant leaks										
4.	Check compressor oil level										
5.	Check refrigerant level										
6.	Check that the refrigerant is dry										
7.	Check by touch that the motors are not overheating										
8.	Check condenser fan drives (if belt driven). Replace belts										
9.	Check all operating controls										
10.	Clean plant and plant room area										
11.	Check operation of all safety Inter-locks										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
12.	Check for loose wiring										
13.	Check all solenoid valves for correct operation										
14.	Check unloader operation										
15.	Clean out control board										
16.	Check operation of switchgear										
17.	Clean and touch up rust spots										
18.	Check operation of crankcase heater										
19.	Check oil pressure switch for correct operation										
20.	Clean condenser coil										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS): _____ SIGNATURE: _____

NAME/S OF ASSISTANT/S: SEMI SKILLED: _____

NAME/S OF ASSISTANT/S: UNSKILLED: _____

COMPANY NAME (BLOCK LETTERS): _____

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	NAME OF RESPONSIBLE OFFICIAL ON SITE:
FROM: _____	TO: _____	KM: _____	TOTAL KM: _____	SIGNATURE: _____

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : CHEMICAL DOSING
 SCHEDULE FOR : COOLING TOWER WATER
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA15-001

INSTALLATION NAME :
 SERVICE PROVIDER :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check operation of dosing pump and adjust settings as necessary										
2.	Check that pipes are free of airlocks. Bled if necessary										
3.	Check feed tanks for sufficient chemical levels										
4.	Check suction line strainer and foot valve are free of obstruction										
5.	Test condenser water TDS and re-calibrate controller if necessary										
6.	Check that bleed solenoid functioning at correct TDS level										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):							SIGNATURE:				
NAME/S OF ASSISTANT/S: SEMI SKILLED:											
NAME/S OF ASSISTANT/S: UNSKILLED:											
COMPANY NAME (BLOCK LETTERS):										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:					
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:	
										SIGNATURE:	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : AIR HANDLING UNITS (DX COILS) - MAJOR SERVICE
 SCHEDULE FREQUENCY :

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 CODE : ACA9-002A
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for refrigerant and steam leaks										
4.	Replace fan drive belts										
5.	Check that the belt guard is in place and secure										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters. Note manometer readings as applicable.										
8.	Check all filter seals										
9.	Check operation of and clean humidifiers										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note outdoor db/wb temps										
12.	Check and note indoor db/wb temps										
13.	Check and note thermostat settings. Adjust if necessary										
14.	Check and note humidistat settings where applicable. Adjust if necessary										
15.	Check and note heating coil amperages. Adjust if necessary										
16.	Check and note fan motor amperages										
17.	Check operation of sail/pressure switch/overheat stat										
18.	Clean plant and plant room area										
19.	Check and lubricate fan bearings										
20.	Clean fan mountings and flexible connections										
21.	Check and clean cooling coil and condensate drain pan										
22.	Check and clean heating coil/s										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Check and observe control damper operation, where applicable										
24.	Check operation of all operating controls, valves										
25.	Clean rust spots and touch up with paint										
26	Clean out fan and coil compartments, fan scroll and impeller										
27.	Remove motor end covers and clean out air ways										
28.	Check motor mountings and bearings. Lubricate grub screws										
29.	Check for rust and corrosion. Treat as necessary										
30.	Tighten Impeller, fan and motor pulley grub screws										
31.	Tighten all electrical terminals. Check and adjust as necessary all switchgear										
32.	Lubricate all valve and damper spindles										
33.	Check condition of insulation										
34.	Clean and remove loose paint and scale and repaint as required										

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : AIR HANDLING UNITS (DX COILS) - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA9-002B

INSTALLATION NAME :
 SERVICE PROVIDER :
 ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
			OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for refrigerant and steam leaks										
4.	Check fan drive belts condition and tension										
5.	Check that the belt guard is in place and secure										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters										
8.	Check all filter seals										
9.	Check operation of humidifiers and reheaters										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note outdoor db/wb temperatures										
12.	Check and note indoor db/wb temperatures										
13.	Check and note thermostat settings. Adjust if necessary										
14.	Check and note humidistat settings/ Adjust if necessary										
15.	Check operation of sail/pressure switch/overheat stat										
16.	Clean plant and plant room area										
17.	Check fan bearings										
18.	Clean fan mountings and flexible connections										
19.	Clean condensate drain pan										
20.	Check and observe control damper operation, where applicable										
21.	Check operation of all operating controls, valves etc.										
22.	Clean rust spots and touch up with paint										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Clean out fan and coil compartments										
24.	Check condition of insulation										

NOTE THE FOLLOWING:

- a) Filter manometer readings as applicable
- b) Outdoor db/wb temperatures
- c) Indoor db/wb temperatures
- d) Thermostat settings
- e) Humidistat settings

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS): _____ SIGNATURE: _____

NAME/S OF ASSISTANT/S: SEMI SKILLED: _____

NAME/S OF ASSISTANT/S: UNSKILLED: _____

COMPANY NAME (BLOCK LETTERS): _____

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	OFFICIAL STAMP:
FROM:	TO:	KM:	TOTAL KM:	SIGNATURE:

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE**

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : CONTROL SYSTEMS
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA14-002

INSTALLATION NAME :
 SERVICE PROVIDER :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for any abnormalities										
2.	Check and note time indication on time switches. Adjust as required										
3.	Check condition of temperature, humidity, pressure controller and associated solenoid valves as required. Clean contacts and reed valves as required										
4.	Check calibration of sensor and controllers										
5.	Check and note controller settings. Adjust as required										
6.	Check and note Indoor dry bulb and wet bulb temperatures										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
7.	Check for correct operation of all control valves, dampers, over their full range										
8.	Lubricate valve/spindles as required										
9.	Check condition of pneumatic tubing where applicable and correct any leaks										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

TIME IN:

TIME OUT:

TIME ON SITE:

DATE:

FROM:

TO:

KM:

TO:

KM:

TOTAL KM:

NAME OF RESPONSIBLE OFFICIAL ON SITE:

SIGNATURE:

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : COOLING TOWERS - MAJOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACAB-003A

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check that cooling towers are in operation										
2.	Check for undue noise or vibration										
3.	Check for loose components										
4.	Check for water leaks. Adjust or repair as necessary										
5.	Check for clogged nozzles										
6.	Check fill										
7.	Check operation of ball valve and water level										
8.	Check operation of control/bypass valves as applicable. Lubricate spindles										
9.	Check and note water inlet/outlet temperature										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check drive belt condition and tension										
11.	Lubricate fan/motor bearings										
12.	Check and note motor amperages										
13.	Clean and paint plant enclosure										
14.	Check for rust and corrosion										
15.	Check and clean sump strainers										
16.	Clean rust spots and touch up with paint										
17.	Tighten fan impeller, pulley grub screws										
18.	Drain tower/s and clean thoroughly. Treat for internal rust and corrosion. Repaint interior										
19.	Remove motor end cover and clean out air ways										
20.	Tighten all electrical terminals. Check all switchgear.										
21.	Clean and remove loose paint and scale and repaint as required										
22.	Check operation of chemical dosing equipment, report any faults and note in site log book										

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : COOLING TOWERS - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA8-003B

INSTALLATION NAME : REF :

SERVICE PROVIDER : ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check that cooling towers are in operation										
2.	Check for undue noise or vibration										
3.	Check for loose components										
4.	Check for water leaks. Adjust or repair as necessary										
5.	Check for clogged nozzles										
6.	Check fill										
7.	Check operation of ball valve and water level										
8.	Check operation of control/bypass valves as applicable. Lubricate spindles										
9.	Check and note water inlet/outlet temperature										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
10.	Check drive belt condition and tension										
11.	Clean plant and plant enclosures										
12.	Check and clean sump strainers										
13.	Clean rust spots and touch up with paint										
14.	Drain towers and clean thoroughly.										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

NAME OF RESPONSIBLE OFFICIAL ON SITE:

TIME IN:

TIME OUT:

TIME ON SITE:

DATE:

FROM:

TO:

KM:

TO:

KM:

TOTAL KM:

SIGNATURE:

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : SPLIT AND PACKAGED UNITS - MAJOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA11-002A

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check sight glasses for refrigeration condition and correct level										
3.	Test for oil/refrigerant leaks										
4.	Check suction line Insulation										
5.	Check and clean filters and seals										
6.	Replace drive belts										
7.	Check that belt guard is in place and secure										
8.	Check that condensate flows through drain piping										
9.	Check and note compressor suction/discharge pressures										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check and note compressor and fan motor amperages										
11.	Check and note outdoor db/wb temperatures										
12.	Check and note indoor db/wb temperatures										
13.	Check and note thermostat settings/. Adjust if necessary										
14.	Check operation of heating coils as applicable										
15.	Check for loose components										
16.	Clean plant and plant room area										
17.	Check and clean condenser coil										
18.	Check condenser fan/motor bearings for undue noise or end play										
19.	Check compressor, condenser fan mounting										
20.	Check and clean cooling coil/s and drain pan										
21.	Lubricate supply fan bearings as required										
22.	Clean rust spots and touch up with paint										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Tighten all electrical terminals and check all switchgear and inter-locks										
24.	Clean out fan and coil compartments, fan scroll and Impeller										
25.	Remove motor end covers and clean out air ways										
26.	Check drive motor bearings										
27.	Tighten Impeller, fan and motor pulley grub screws										
28.	Check DX valve superheat setting. Adjust if required										
29.	Check for rust and corrosion. Treat as necessary										
30.	Clean and remove loose paint, scale and repaint as required										
31.	Check and not HP and LP cut-out settings. Adjust as necessary										
32.	Check control thermostat calibration. Adjust if necessary										

NOTE THE FOLLOWING:

- a) Compressor suction/discharge pressures
- b) Compressor motor amperages
- c) Supply fan motor amperages
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) DX valve superheat setting
- h) HP and LP cut-out settings

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):				SIGNATURE:			
NAME/S OF ASSISTANT/S: SEMI SKILLED:							
NAME/S OF ASSISTANT/S: UNSKILLED:							
COMPANY NAME (BLOCK LETTERS):							
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:				
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : SPLIT AND PACKAGED UNITS - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA11-002B

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check sight glasses for refrigeration condition and correct level										
3.	Test for oil/refrigerant leaks										
4.	Check suction line insulation										
5.	Check and clean filters and seals										
6.	Check belt tension and condition and adjust										
7.	Check that belt guard is in place and secure										
8.	Check that condensate flows through drain piping										
11.	Check and note outdoor db/wb temperatures										

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE**

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : WATER COOLED WATER CHILLERS - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA4-002B

INSTALLATION NAME :
 SERVICE PROVIDER :
 REF :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
1.	Check for undue noise or vibration										
3.	Check for oil/refrigerant leaks										
3.	Check for water leaks										
4.	Check compressor oil level										
5.	Check for loose components										
6.	Check for correct refrigerant level										
7.	Check that the refrigerant is dry										
8.	Check by touch that the motors are not overheating										
9.	Check for burn or heat marks in control panel										
10.	Check and note operation of control thermostat										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
11.	Check thermometer and pressure gauges										
12.	Clean plant and plant room area										
13.	Check for loose wiring										
14.	Check all safety inter-locks, water flow switches, low temp cut-outs and operating controls										
15.	Check all solenoid valves for correct operation										
16.	Check unloader operation										
17.	Clean out control board										
18.	Check operation of switchgear										
19.	Clean and touch up rust spots										
20.	Check oil pressure switch for correct operation										
21.	Check operation of crankcase heater										

NOTE THE FOLLOWING:

- a) Chilled water inlet/outlet temps
- b) Chilled water inlet/outlet pressures
- c) Condenser water entering/leaving temps
- d) Condenser water entering/leaving pressures
- e) Ambient temperature (i) dry bulb
- (ii) wet bulb

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT **OFFICIAL STAMP:**

NAME OF SERVICEMAN (BLOCK LETTERS): **SIGNATURE:**

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	NAME OF RESPONSIBLE OFFICIAL ON SITE:	
FROM:	TO:	KM:	TO:		
				SIGNATURE:	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : WATER COOLED WATER CHILLERS - MAJOR SERVICE
 SCHEDULE FREQUENCY :

REF : ACA
 CODE : ACA4-003A

INSTALLATION NAME :
 SERVICE PROVIDER :

REF :
 ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
			OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ	
1.	Check for undue noise or vibration											
2.	Test for oil/refrigerant leaks											
3.	Check for water leaks											
4.	Check compressor oil level											
5.	Check for loose components											
6.	Check for correct refrigerant level											
7.	Check that the refrigerant is dry											
8.	Check by touch that the motors are not overheating											
9.	Check for burn and heat marks in control panel wiring											
10.	Check and note operation of control thermostat											

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
11.	Check thermometers and gauges. Note readings										
12.	Check and note motor amperages										
13.	Clean plant and plant room area										
14.	Check for loose wiring										
15.	Check all safety inter-locks, water flow switches, low temp cut-outs and operating controls. Note down settings										
16.	Check all solenoid valves for correct position										
17.	Check unloader operation										
18.	Acid was and brush condenser tubes										
19.	Clean out control board										
20.	Check operation of switchgear										
21.	Clean and touch up rust spots										
22.	Do meg-ohm test of motor windings and note readings										
23.	Bring HP up and check that HP cut out trips at correct pressure. Note setting										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ	DESCRIPTION OF SPARES REQUIRED	QTY REQ
24.	Bring LP down and check that LP cut out trips at correct pressure. Note setting										
25.	Check oil pressure switch for correct operation. Re-calibrate if necessary. Note settings										
26.	Check operation of crankcase heater										
27.	Check and adjust if necessary DX valves superheat setting and sub cooling. Note setting										
28.	Take compressor oil sample for analysis										
29.	Tighten all electrical terminals										
30.	Check calibration of all pressure gauges. Re-calibrate if necessary										
31.	Clean and remove loose paint, scale and repaint as required										
32.	Check all safety Inter-locks including anti-recycle timer, phase failure relay and voltage window comparator										

NOTE THE FOLLOWING:

- a) Compressor suction/discharge pressures
- b) Compressor oil pressure
- c) Chilled water entering/leaving temps
- d) Chilled water entering/leaving pressures
- e) Condenser water entering/leaving temps
- f) Condenser water entering/leaving pressures
- g) Compressor motor amperages
- h) Low temp cut-out setting
- i) Compressor motor meg-ohm readings
- j) HP cut-out pressure setting
- k) LP cut-out pressure setting
- l) DX valve superheat valve setting
- m) Ambient temperature (i) dry bulb
- (ii) wet bulb

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):						SIGNATURE:					
NAME/S OF ASSISTANT/S: SEMI SKILLED:											
NAME/S OF ASSISTANT/S: UNSKILLED:											
COMPANY NAME (BLOCK LETTERS):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:					
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:	
						NAME OF RESPONSIBLE OFFICIAL ON SITE:		SIGNATURE:			

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE**

ACA10-002A
PAGE 1 OF 5

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : AIR HANDLING UNITS (CHILLED WATER COILS) - MAJOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA10-002A

INSTALLATION NAME :
 SERVICE PROVIDER :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for water/steam leaks. Repair as necessary										
4.	Replace fan drive belts										
5.	Check that the belt guard is in place and secure										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters. Note manometer readings as applicable										
8.	Check all filter seals and repair as necessary										
9.	Check operation of and clean humidifiers										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note chilled water entering/leaving temperatures										
12.	Check and note chilled water entering/leaving pressures										
13.	Check and note outdoor db/wb temperatures										
14.	Check and note indoor db/wb temperatures										
15.	Check and note thermostat settings/. Adjust if necessary										
16.	Check and note humidistat settings/ where applicable. Adjust if necessary										
17.	Check and note heating coil amperages										
18.	Check and note fan motor amperage										
19.	Check operation of sail switch										
20.	Clean plant and plant room area										
21.	Check and lubricate fan bearings										
22.	Clean fan mountings and flexible connections										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Check and clean cooling coil and condensate drain pan										
24.	Check and clean heating coils										
25.	Check and observe control damper operation										
26.	Check operation of all operating controls, valves										
27.	Clean rust spots and touch up with paint										
28.	Clean out fan and coil compartments, fan scroll and Impeller										
29.	Remove motor end covers and clean out air ways										
30.	Check motor mountings and bearings. Lubricate as required										
31.	Check for rust and corrosion. Treat as necessary										
32.	Tighten impeller, fan and motor bearings										
33.	Tighten all electrical terminals. Check and adjust as necessary all switchgear										
34.	Lubricate all valve and damper spindles										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
35.	Check condition of insulation										
36.	Clean and remove loose paint, scale and repaint as required										
37.	Check calibration of all gauges etc. Re-calibrate as necessary										

NOTE THE FOLLOWING:

- a) Filter manometer readings as applicable
- b) Chilled water entering/leaving temperatures
- c) Chilled water entering/leaving pressures
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) Humidistat setting/s
- h) Heating coil amperages (if applicable)
- i) Fan motor amperage

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

NAME OF RESPONSIBLE OFFICIAL ON SITE:

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:		
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:
				SIGNATURE:	

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE**

ACA10-002B
PAGE 1 OF 4

TYPE OF SERVICE : AIR CONDITIONING REF : ACA
 SCHEDULE FOR : AIR HANDLING UNITS (CHILLED WATER COILS) - MINOR SERVICE CODE : ACA10-002B
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :
 SERVICE PROVIDER : ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION- CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for water/steam leaks.										
4.	Replace fan drive belt condition and tension										
5.	Check that the belt guard is in place and secure										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters.										
8.	Check all filter seals.										
9.	Check operation of humidifiers										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note chilled water entering/leaving temperatures										
12.	Check and note chilled water entering/leaving pressures										
13.	Check and note outdoor db/wb temperatures										
14.	Check and note indoor db/wb temperatures										
15.	Check and note thermostat settings/. Adjust If necessary										
16.	Check and note humidistat setting/s where applicable. Adjust If necessary										
17.	Check operation of sail switch										
18.	Clean plant and plant room area										
19.	Check fan bearings										
20.	Clean fan mountings and flexible connections										
21.	Clean condensate drain pan										
22.	Check and observe control damper operation										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Check operation of all operating controls, valves										
24.	Clean rust spots and touch up with paint										
25.	Clean out fan and coil compartments										
26.	Check motor mountings and bearings										
27.	Check for rust and corrosion.										
28.	Check condition of insulation										

NOTE THE FOLLOWING:

- a) Filter manometer readings as applicable
- b) Chilled water entering/leaving temperatures
- c) Chilled water entering/leaving pressures
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) Humidistat setting/s

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):							SIGNATURE:				
NAME/S OF ASSISTANT/S: SEMI SKILLED:											
NAME/S OF ASSISTANT/S: UNSKILLED:											
COMPANY NAME (BLOCK LETTERS):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:				NAME OF RESPONSIBLE OFFICIAL ON SITE:	
FROM:		TO:		KM:		TO:		TOTAL KM:			
										SIGNATURE:	

Annexure B

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS	
SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	ZNQ NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	
I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.	
Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.	
A. Quoted for Bought Out Items	(Excluding VAT)(Carried forward) R
Mark Up @ %	(Maximum Mark Up = 20% for values R0.00 to R500 000.00) R
B. Quoted for Proprietary Items	(Excluding VAT)(Carried forward) R
C. Quote for Sub-Contract Items	(Excluding VAT)(Carried forward) R
Mark Up @ %	R.....
(Item reserved for specialist task only and may not exceed 25% of primary contractor total amount)	
All subcontractor work/materials shall be broken down the same manner as the primary contractor.	
D. Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for.	(Excluding VAT) (Brought forward) R
E. Less credit for redundant materials, parts and equipment if applicable	R ()
SUBTOTAL R	
VAT @ % R	
F. This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.	R
Time required for completion weeks from receipt of official order.	
NAME OF SERVICE PROVIDER: ZNQ...../20....	
CIDB UNIQUE NUMBER CIDB CATEGORY.....	
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: ZNQ No.....	
NAME IN BLOCK LETTERS:	
COMPANY STAMP:	DATE

Annexure B

D.1 SCHEDULE OF PRICES
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND
ADDITIONAL EQUIPMENT

D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR	AMOUNT
a)	Artisans	R 365.00	R.....
b)	Apprentice	R	R.....
	1 st Year	R	R.....
	2 nd Year	R	R.....
	3 rd Year	R	R.....
	4 th Year	R	R.....
c)	Semi-skilled	R 175.00	R
d)	Unskilled	R 110.00	R.....
D.1.2	TRAVEL		TOTAL Km	RATE/Km	
D.1.2.1	From service provider's premises to site			Petrol	Diesel
a) trips(Driver) (skilled)	R 7.78	R 7.58
b)	@ km per triptrips (Semi-skilled)(Driver) @..... km per trip	R 5.80	R 5.60
D.1.3	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR	AMOUNT
a) x Additional Artisan/s trips (skilled) @ km per trip ÷ 80km/hr	R 365.00	R.....
b) x Additional Semi-Skilled trips (semi) @ km per trip ÷ 80km/hr	R 175.00	R.....
c) x Additional Unskilled trips (unskilled) @ km per trip ÷ 80km/hr	R 110.00	R.....
d) x Additional Apprentice/s trips (semi) @ km per trip ÷ 80km/hr	R.....	R.....
SUBTOTAL CARRIED FORWARD TO PAGE 4					R.....

Annexure B

SUBTOTAL BROUGHT FORWARD FROM PAGE 3				R.....
D.1.4	TRANSPORT		TOTAL Km	RATE
a)	Haulage to site trips			
	@km per trip		2.5 tone	R 9.31
	@km per trip		3 tone	R10.80
	@km per trip		5 tone	R12.50
	@km per trip		7 tone	R14.50
	@km per trip		10 tone	R16.80
b)	Crannage to and on site @ sub contract rate		R.....	x 1.10
				R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) **R.....**