



### Mechanical Operation & Maintenance Manual Requisition Form

<b>Mechanical Contractor:</b>	
<b>Address:</b>	

<b>Project Manager :</b>		<b>Date Of Submission:</b>	
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<b>Project Name:</b>	
<b>Address:</b>	

<b>Client:</b>	
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(Note 1)

<b>Architect:</b>	
<b>Address:</b>	

(Note 1)

<b>Building Contractors:</b>	
<b>Address:</b>	

(Note 1)

<b>Consultant Engineers:</b>	
<b>Address:</b>	





**Items Supplied and Installed on the Project:**

(Note 3)

<b>Service</b>	<b>Description/Model:</b>	<b>Order/ Invoice No.</b>	<b>Company:</b>	<b>Contact:</b> (Fore & Surname)
<b>PUMPS:</b>				
<b>Booster Pumps</b>				
<b>Hot Return Pumps</b>				
<b>Circulating Pumps</b>				
<b>Other Pump Types:</b>				
<b>EXPANSION VESSELS:</b>				
<b>CYLINDERS:</b>				
<b>BOILERS:</b>				
<b>FILLER UNITS:</b>				



<b>VALVES:</b>				
<b>Pressure Reducing Valves:</b>				
<b>Automatic Control Valves:</b>				
<b>T.R.V's:</b>				
<b>Other Valve Types:</b>				
<b>VENTILATION &amp; A/C</b>				
<b>AHU's:</b>				
<b>AC Units:</b>				
<b>VCD</b>				
<b>Fire Dampers:</b>				
<b>Grilles:</b>				



<b>COMPRESSED AIR:</b>				
<b>STEAM:</b>				
<b>HEAT EMITTERS:</b>				
<b>Schedule? -</b>				
<b>WATER TREATMENT:</b>				
<b>OTHER SPECIFY;</b>				

<b>List of Appended Documents:</b>	

**Information is correct?**

\_\_\_\_\_ (Signature If In Hardcopy Form)

Notes:  
 (Note 1): Please Indicate contact names of those to receive draft and final copies of manuals and/ or drawings.  
 (Note 2): Synopsis of all the services installed for this project.  
 (Note 3): The more detailed the information on this form, the speedier the turn-around for the manual.  
 Remember the information on this form will be used to create the final manual; as such information submitted **MUST** be correct.

**NOTES:**

