

Initial Packaged Unit Servicing Report

Improving Efficiency of Washington Commercial Buildings

This form is for use in reporting all service actions completed on HVAC units participating in the Battelle Small Commercial Buildings Project during installation of the Smart Monitoring and Diagnostic System (SMDS).

Please complete one report for each building.

Date: _____

Building Name: _____

Building Address: _____

Building City: _____

Building State/Zip Code: _____

Company Servicing Units: _____

Technicians' Names: 1. _____

2. _____

3. _____

Total Number of packaged HVAC units: _____

Sketch the rooftop showing the approximate location of each packaged unit.
Give each unit a name or number on the sketch.

(Continued on the next page)

Please complete one table for each unit serviced.

Packaged Unit Name or Number: _____

Briefly describe each service action performed in a separate row of the table below. If more space is needed, continue in the next table and enter "continued" on the line for the Unit Name or Number.

1.
2.
3.
4.
5.
6.

Packaged Unit Name or Number: _____

Briefly describe each service action performed in a separate row of the table below: If more space is needed, continue in the next table and enter "continued" on the line for the Unit Name or Number.

1.
2.
3.
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If additional pages are needed for more units, please copy this page.