

Maintenance Quote Proposal – Client Information Form

(Please download the completed form and forward with attachments to mcaraadmin@aquaheat.nz)



Building Owner		Maintenance Site (tick box if the same as owner)	
Name		Name	
Contact Name		Contact Name	
Contact Position		Contact Position	
Phone		Phone	
Email		Email	
Address 1		Address 1	
Address 2		Address 2	
Town		Town	
Postcode		Postcode	

Current/Previous Maintenance Provider		BWOF Required?	
Last Maintenance Date		BWOF Due Date	
Drawings or Manuals available		Location of BWOF book	

Additional info	
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Does the tenancy have a Building Management System (BMS)		
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Assets	Qty	Type/comments	Age (if known)
HiWall			
Ducted			
Under Ceiling			
Cassette			
Package Unit			
Air Handling Unit			
Chiller			
Boiler			
Supply Fans			
Exhaust Fans			
Radiator			

All information is correct and authorised for release: Signed: _____

Completed By:

Date:

1. Quotes subject to site visit to confirm specifications accessibility and Health and Safety issues.
2. Quotes/Estimates are all GST exclusive.
3. BWOF Certificates issued only when all criteria are satisfied and BWOF complies.
4. Maintenance is subject to a Contract Agreement.
5. Please attach any Drawings or information which may help in the quotation process.
6. **Please e-mail final form and attachments to: mcaraadmin@aquaheat.nz**