Refrigerant Service Order Form

Service ID: __________________________

Owner: Williams College

Work Order #: ________________________

Building: ____________________________

Date: Issued: ________ Completed: ________

Technicians: __________________________

Location: ____________________________

Equipment ID: ________________________

Refrigerant Type: ___________ Charge: ______ lbs ______ oz

Service Request – Why dispatched

Service Description

☐ Confirm Charge  ☐ Upgrades Installed  ☐ Minor Maintenance  Recovery Vacuum: ________ Inches

☐ Dispose of Unit  ☐ Refrigerant Conversion  ☐ Major Maintenance  Isolated Leak  ☐

Refrigerant | Cylinder ID | Type | Condition | Quantity |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Recovered</td>
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<td>Lbs oz</td>
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<td>Lbs oz</td>
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</tbody>
</table>
| Recovery Unit ID #: ____________________

Added

<table>
<thead>
<tr>
<th>Refrigerant</th>
<th>Cylinder ID</th>
<th>Type</th>
<th>Condition</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Lbs oz</td>
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</table>

☐ Startup Charge  Net Refrigerant Added: ______ lbs ______ oz

Parts Used

<table>
<thead>
<tr>
<th>Parts No</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
</table>

Material Notes

Total Hours on this Service: ______

Leaks

☐ Leak Found  Date: ____________

☐ Leak Repaired  Date: ____________

☐ Initial Leak Verification Test  Date: ____________

Test done after repair before charging  Method: ____________

☐ Follow-up Verification Test  Date: ____________

Test done with unit running under normal load  Method: ____________

☐ Trace Gas Used  Type: ____________

Cylinder ID _____ Quantity _____ Lbs _____ oz

☐ Accidental Release Occurred  Description: ____________

Estimated Amount Released _____ lbs _____ oz