# Refrigerant Service Order Form

| | |
|---|---|
| **Service ID:** _____ | **Owner:** Williams College |
| **Work Order #:** _____ | **Building:** _____ |
| **Date: Issued:** _____ **Completed:** _____ | **Equipment ID:** _____ |
| **Technicians:** _____ | **Location:** _____ **Model:** _____ |
| _____ | **Manufact:** _____ **Serial #:** _____ |
| | **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 | |
|---|---|---|---|---|---|
| **Recovered** | | | | **Lbs** | **oz** |
| | | | | **Lbs** | **oz** |
| | | | | **Lbs** | **oz** |
| **Recovery Unit ID # :** | | | | | |
| **Added** | | | | **Lbs** | **oz** |
| | | | | **Lbs** | **oz** |
| | | | | **Lbs** | **oz** |
| ☐ **Startup Charge** | | **Net Refrigerant Added:** | | **Lbs** | **oz** |

## Parts Used

| Parts No | Description | Quantity |
|---|---|---|
| | | |

## 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: _____

**Leak Notes:**

☐ Trace Gas Used  Type: _____  Cylinder ID _____  Quantity _____ Lbs _____ oz

☐ Accidental Release Occurred  Description:

Estimated Amount Released _____ lbs _____ oz