

Request for New Air Conditioning Installation

1. Purposes

The process to assess the suitability, building safety and costs for installation of new air-condition unit consumes a significant amount of USP resources, but is essential to ensure the safety of the building, its electrical services, the occupants and USPs fire safety compliance. Air conditioning also has a direct impact on the cost of running the University and if not properly managed will negatively impact USPs efforts to be a more sustainable and environmentally responsible organization. In some circumstances, the need to have air conditioning can be directly justified as a legitimate business need or be directly related to a strategic objective. This must be clearly articulated when requesting for a new air condition installation.

2. Scope

This procedure is applicable to all requests for **NEW** Air Condition installations across all USP campuses. Existing Air Condition Units requiring repair or replacement will not follow this process and should refer to the maintenance procedures of the University (Refer to the Estates & Infrastructure Operations Centre).

3. Procedure

To ensure the University's resources are efficiently utilized, a procedure is required to manage the approval of **NEW** Air Conditioning **installations**.

The following must be applied when a request for a New Air Conditioning Installation is made:

INPUT – Request for New Installation (From School, Section, Campus etc.)

- Email/Telephone etc. to the E & I Operations Centre/Building Service Technician seeking a New A/C Installation.

Step 1: E & I Operations Centre/Building Services Coordinator/Service technician to provide guidance on this approval procedure along with the **Request for a New A/C Installation Template (Appendix A)** to the requester to complete and return to the E & I Operations Centre.

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Step 2: Once the requester has properly completed the application and it has been **endorsed** by their SMT and VCP, the approved application is forwarded to the Building Services Coordinator for the **technical assessment of the space(Appendix B)**;

Question: Should the “approved” be replaced by endorsed?

- i. The volume of the room and heat sources for sizing of units,
- ii. electrical and plumbing requirements for the installation,
- iii. insulation requires (windows and doors assessments to aid cooling),
- iv. fire safety checks for the installation.

Step 3: Following the completion of the scope and approval by the supervisor, a cost estimate must be prepared the Estimator.

Step 4: The final scope and cost estimate will then be forwarded to the requester to seek final approvals from their SMT to proceed to tender. (for the units and required installation works). (The Requester can follow up directly with procurement on the progress of the procurement)

OUTPUT – New Air Conditioning Installation RFQ/Tender documentation approved.

(**Note:** For installation supervision, refer SOP for Contractor Supervision).

4. Responsibilities

Operation Center – Provides the client guidance on the procedure for New A/C installation requests and forwards the application template.

E&I Services & Trades team – Undertakes the technical assessments to confirm the scope of works, number and size of air condition units required. Ensures and compliance and safety requirements are identified and implemented.

Estimator – provides a cost estimate for the works, including the cost of site, works to facilitate the installation.

5. Definitions

N/A

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6. Reference Documents

New Air Conditioning Request Template (Appendix A)

Site Survey Checklist (Appendix B)

Authorized by: Director – Estates & Infrastructure

Date authorized: 03-03-2020

Last amended: N/A

Documented by: Manager Contracts & Admin

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NEW AIR CONDITION INSTALLATION TEMPLATE

1. General Information

Faculty/ Department:	
Room Number:	
Number of people:	
Room Type:	
Current Room temperature:	
Number of Windows:	
Availability of Fan:	
Door Closer: <i>(Yes/No)</i>	
Number of Computers:	
Number of Printers:	
Number of Lights:	

2. Strategic Planning objectives or business needs met or special circumstance for request:

3. Funding Availability: *Yes or No?* Amount: _____

Note: Funding availability is not related to the **cost** of the **new installation**. The cost will be determined by Estates & Infrastructure

* Conditional approval subject to Estates & Infrastructure assessment.

Requestor Name:	Head of Department Name:	Vice Chancellor & President:
Signature:	Signature:	Signature:
Date:	Date:	Date:

TECHNICAL ASSESSMENT OF THE SPACE

JOB NAME :

JOB NUMBER :

SERVICE TECHNICIAN :

NO	SPACE DETAILS	YES/NO	QTY	COMMENTS
1	Volume of Space			
2	Heat sourcing: - Lights - Computers - Printers			
3	Number of people			
4	Type of Space (office, lab, server, kitchen or storage)			

NO	ELECTRICAL REQUIREMENTS	YES/NO	QTY	COMMENTS
1	Circuit breaker			
2	Isolator switch			
3	Ducting			
4	Conduits			
5	Surge protector			
6	Electrical cables			
7	Others			

NO	PLUMBING	YES/NO	QTY	COMMENTS
1	Drainpipe (PVC or flexible)			
2	Drain pump			
3	Ducting			
4	Dip tray			
5	Insulation			
6	Others			

NO	INSULATION REQUIREMENT	YES/NO	QTY	COMMENTS
1	Windows (leakage)			
2	Doors (leakages, door closure)			
3	Ceiling leakage			
4	Type of Floor			

NO	SAFETY CHECKS	YES/NO	QTY	COMMETS
1	PPE			
2	Site safety Signage			
3	Relevant permits and approval			
4	Tools			
5	Site access and notifications			
6	Site service isolation requirements			
7	Indoor Air-condition mounting			
8	Outdoor Air-condition mounting			
9	Separate Air- Condition Circuit			
10	Penetration Sealing			
11	Others			

Service Technician: _____

Date Checked: _____

Building Services Coordinator: _____

Date Checked: _____