

# Site Request Form 2019 This Site Visit Request Form Constitutes a Purchase Order.

LGE will not attend any site or offer technical/pre-commissioning/commissioning assistance until this form is completed in Full.

Email this form to: [uk.aircon@lge.com](mailto:uk.aircon@lge.com) for technical assistance or [aircon.commissioning@lge.com](mailto:aircon.commissioning@lge.com) for commissioning assistance

Technical assistance	<input type="checkbox"/>	Pre-commissioning assistance	<input type="checkbox"/>	Commissioning assistance	<input type="checkbox"/>
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## LG Account Holder Information

Company name	<input type="text"/>	Contact name	<input type="text"/>
Purchase order no (even if FOC)	<input type="text"/>	Contact email	<input type="text"/>
Value: £	<input type="text"/>	Contact telephone no	<input type="text"/>
Company address			
Post code			

## Site Details

Site contact name	<input type="text"/>	Site telephone no	<input type="text"/>
Company address			
Post code			

## Health and Safety (tick as appropriate)

Personal Protective Equipment required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Site induction	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes please list items:					Rick Assessment required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
					Method Statment required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
					Any working at heights?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

## On-site technical assistance

Date of installation	<input type="text"/>	Date of comissioning	<input type="text"/>	Comissioned by	<input type="text"/>
Unit model number	<input type="text"/>	Description of fault			
Unit serial number	<input type="text"/>				
Error codes	<input type="text"/>				

## Commissioning assistance

Quantity of systems being commissioned	<input type="text"/>	Preferred commissioning date(s)	<input type="text"/>			
Pre-commissioning taken place?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, who attended	<input type="text"/>
Pre-commissioning check list attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
LATS drawing attached for the installation	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

**NOTE:**

The pre-commissioning check list and LATS drawing for the installation must be completed prior to the site visit. LGE will contact the LG Account Holder to agree a commissioning date and do our very best to select one of the preferred commissioning dates above.

Only these sections need completing if only pre-commissioning assistance is required

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**Pre-commissioning check list (tick only if completed)**

Power supplies to the outdoor unit(s) are complete and permanent (we cannot commission with temporary power supplies or power which is not permanently applied). This must include the installation of a local isolator complying with the latest NICEIC electrical regulations.	<input type="checkbox"/>
Power supplies to the indoor units and HR boxes are complete and permanent (we cannot commission with temporary power supplies or power which is not permanently applied). This must include the installation of a local isolator complying with the latest NICEIC electrical regulations.	<input type="checkbox"/>
Outdoor unit circuit breaker is of the correct size and type.	<input type="checkbox"/>
Indoor unit/HR box ring main/radial circuit breaker is of the correct size and type.	<input type="checkbox"/>
All local fused spurs (indoor units and HR boxes) contain 5A fuses.	<input type="checkbox"/>
If external condensate pump(s) installed on indoor units, they must be fed from a separate spur to that of the indoor unit one spur must not be shared between two.	<input type="checkbox"/>
Field piping is complete.	<input type="checkbox"/>
OFN purged during brazing.	<input type="checkbox"/>
Branch joints (where used) installed horizontally or $\pm 10^\circ$ from horizontal.	<input type="checkbox"/>
Branch joints are LG supplied (other manufacturers branch joint kits or T-pieces are not acceptable).	<input type="checkbox"/>
Field piping is installed within the piping limitations of the system.	<input type="checkbox"/>
Field piping is visible and accessible for checking and measuring.	<input type="checkbox"/>
Pressure test carried out to 38 bar (550 psig) for 24 hours and signed off (if pressure testing) after final connection to the service valves is made, make sure service valves are tightened before applying pressure).	<input type="checkbox"/>
Field piping left with a holding charge of OFN, or on vacuum upon our arrival to site.	<input type="checkbox"/>
Communication wiring is complete (two core screened with a minimum CSA of 1.0mm <sup>2</sup> ).	<input type="checkbox"/>
Communication wiring disconnected from the outdoor unit terminals (we will connect this when the system is ready to commission).	<input type="checkbox"/>
Installation of hard wired remote controllers is complete (where applicable).	<input type="checkbox"/>
Installation of central remote controllers is complete (where applicable).	<input type="checkbox"/>
Access hatches are provided for any indoor units which require them.	<input type="checkbox"/>
Indoor units and HR boxes power should remain powered off until we arrive on site.	<input type="checkbox"/>
When the outdoor ambient temperature is 10°C or less, power to the outdoor unit should be on for at least 3 hours prior to our arrival to warm up the compressor crankcase. Please make sure the power supply is present and correct before applying power to the outdoor unit.	<input type="checkbox"/>
Piping schematics and layout plans should be provided either prior to, or during the site visit.	<input type="checkbox"/>
The installation engineer or an engineer familiar with the installation must be present on site for the duration of the LGE engineer commissioning the system.	<input type="checkbox"/>
Additional information:	

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## Hydor Kit Units (tick only if completed)

Power supplies to the Hydro Kit is complete and permanent (we cannot commission with temporary power supplies or power which is not permanently applied). This must include the installation of a local isolator complying with the latest NICEIC electrical regulations.	<input type="checkbox"/>		
MCB correctly specified.	<input type="checkbox"/>		
Hydro kit installed internally and fully accessible?	<input type="checkbox"/>		
Water circuit connected, filled and bled.	<input type="checkbox"/>		
Please make sure there is a Water circuit schematic available on site.	<input type="checkbox"/>		
Circulation pumps installed in correct orientation?	<input type="checkbox"/>		
Water Flow rates meet minimum design requirements?	<input type="checkbox"/>		
Any diversion valves installed in correct orientation and wired to the Hydro kit.	<input type="checkbox"/>		
Is there a DHW tank Thermistor connected?	<input type="checkbox"/>		
All 3rd party circuits available for operation.	<input type="checkbox"/>		
Recommendation to Install on primary circuit:	<input type="checkbox"/>		
Flow Meter installed	<input type="checkbox"/>		
Pressure Full Gauges	<input type="checkbox"/>		
Flow and Return Temperature Gauges	<input type="checkbox"/>		
Full BMS control and operation available?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">YES</td> <td style="width: 20px; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		
Control method description and settings:	<input type="checkbox"/>		
DHW Setpoint	<input type="checkbox"/>		
Error / Operation Monitoring	<input type="checkbox"/>		
BMS Enable/ Disable	<input type="checkbox"/>		
LWT Setpoint	<input type="checkbox"/>		
Additional Information:			

**NOTE:**

All Site Visits are chargeable at LGE standard rate of **£450.00** per day. This includes, travel, hotels, parking and any other expenses (excluding Channel Islands, Scottish Highlands and Islands).

The customer should determine with LGE in advance the time required to carry out the work. If insufficient time is booked a further purchase order will be required for a return visit (to be arranged). LGE will not accept any liability for delays in commissioning if a return visit is required. The purchase order must be submitted by an LGE account holder and supplied a minimum of 3 working days before any verbally agreed attendance date; otherwise our attendance may be cancelled.

Where we consider the problem could not have been diagnosed or rectified without an LGE engineer attending site, the charge will be waived.

Failure to provide accurate information may result in an aborted visit and will be chargeable at **£450.00** per day.

The pre-commissioning 'check list' items must only be ticked if they are completed.

LGE on-site support is in a consultative capacity only. All necessary materials, specialist tools associated with the refrigeration system, including reclaim units, gauges, vacuum pumps etc, working at heights or lifting equipment should be supplied by the customer. LGE will provide LG MV software diagnostic equipment to enable computer monitoring.

Post-commissioning visits will be scheduled between 30-90 days of the completed project. LGE attendance will be scheduled for one day and include on-site demonstration/training of the central controls. Any additional training required on-site will be chargeable at **£450.00** per day.

LGE will provide data sheets following the on-site commissioning, normally issued around 2 weeks after LGE attendance.