



# QUOTATION Q1902-1

## For Melbourn Community Centre

Melbourn Community Centre  
30 High Street  
Melbourn SG8 6DZ

T: 01763 263303  
E: parishclerk@melbournpc.co.uk

## QUOTATION

**Invoice Address:**  
Melbourn Community Centre  
30 High Street  
Melbourn SG8 6DZ

**Delivery Address:**  
Melbourn Community Centre  
30 High Street  
Melbourn SG8 6DZ.

**Quotation No:** Q1902-1  
**Created:** 04/09/2019

RE: PPM Maintenance

Item Description	Unit Price	Quantity	Totals
PPM Maintenance of 3no. Daikin Wall Mounted Air Conditioning Systems to FGas Regulations. Once per Annum	£180.00	1	£180.00
<b>Sub Total:</b>			<b>£180.00</b>
<b>VAT:</b>			<b>£36.00</b>
<b>GRAND TOTAL:</b>			<b>£216.00</b>

Item Description	Unit Price	Quantity	Totals
PPM Maintenance of 3no. Daikin Wall Mounted Air Conditioning Systems to FGas Regulations. Twice per Annum	£280.00	1	£280.00
<b>Sub Total:</b>			<b>£280.00</b>
<b>VAT:</b>			<b>£56.00</b>
<b>GRAND TOTAL:</b>			<b>£336.00</b>

Filters & parts will be sourced and quoted separately with the cost of a return visit as required.

Should you have any queries or require any further information please do not hesitate to contact us.

Yours Sincerely

Amy Steele  
[amy@airway-group.co.uk](mailto:amy@airway-group.co.uk)  
01480 831010

### Thank You For Your Business

01480 831010  
0800 0564162

Head Office 8 Papworth Business Park  
Papworth Everard CB23 3GY

[info@airway-group.co.uk](mailto:info@airway-group.co.uk)  
[www.airwayac.co.uk](http://www.airwayac.co.uk)

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## **Why have a PPM agreement:**

- In order for the manufacturers five year (seven year for Daikin) parts warranty to be valid, manufacturers state that you carry out regular maintenance to keep your new system running in optimum condition.
- You are legally obliged (under EC Regulation No 517/2014 regarding fluorinated greenhouse gases (F-Gases)) to ensure that all systems that use a fluorinated refrigerant are checked regularly by qualified personnel. This is to ensure that no refrigerant is leaking into the atmosphere from your air conditioning and refrigeration systems.
- Regular maintenance minimises breakdown risk and resulting downtime and inconvenience.
- An AMA is a fixed annual fee which is more cost effective than adhoc '1off maintenance' visits charged at a call-out fee + hourly rate.
- We will contact you in advance to advise when maintenance is due and will schedule in a mutually agreeable time/date to carry this out for you.
- All required reports/paperwork will be supplied to you after each visit inc. F-Gas register where required for your records.

Our PPM contracts are for one/two/four maintenance visits per year (dependent on requirement). The quotation will be representative of the full cost per annum, not per visit.

Any follow up work/parts requirement highlighted by the maintenance visit will be passed to our service team to quote and arrange.

I hope that this provides you with everything you need to know however if there is anything you would like to discuss or ask me about, please do not hesitate to contact me on 01480 831010 or amy@air-way.co.uk.

## **What is included within a maintenance visit?**

### **AIR CONDITIONING EVAPORATING UNITS (INSIDE UNIT)**

- Check general operation on both cooling and heating cycles.
- Check remote control.
- Check set point and adjust as necessary.
- Clean fascia grille.
- Clean filters
- Spray evaporator coil with trade anti-bacterial agent
- Carry out visual leak test
- Check electrical connections
- Check drip tray and drains - clean as necessary
- Check Operation of condensate pump

### **AIR CONDITIONING CONDENSING UNITS (OUTSIDE UNIT)**

- Check general operation on both cooling and heating cycles
- Check condition of condenser fins (clean where necessary)
- Carry out visual leak test
- Check compressor for vibration and overheating
- Check crankcase heater where fitted
- Check pipe temperatures and fit gauges only where necessary
- Check operation of isolator
- Check electrical connections
- Check security of support bracket

### **AIR SUPPLY SYSTEMS**

- Clean / Replace filters
- Check and clean air grilles
- Check dampers
- Check evaporator coil and expansion device (where applicable)
- Check drive belts
- Check fan, shaft and bearings.
- Check heater battery
- Check drip tray and drains - clean as necessary

### **REFRIGERATION PIPEWORK**

- Check security of pipe fixings
- Check condition of pipe insulation
- Carry out visual leak test

**Thank You For Your Business**

## TERMS AND CONDITIONS

### 1. AGREEMENT

Airway hereby agrees with the customer during the continuance of this agreement that airway will provide qualified and trained engineers to carry out the agreed number of maintenance visits.

### 2. EXTENT OF WORKS

2.1 During maintenance visits Airway shall carry out works of general maintenance as per the provided checklist. Airway will also notify the customer of any defective parts recognised as such during the maintenance visit. Airway shall under no circumstances be responsible as part of the maintenance visit for the following:

- A) Cost of painting all or part of the equipment
- B) Damage or deterioration due to misuse, negligence or incorrect operation
- C) Deterioration due to fair wear and tear save to the extent provided in the check list
- D) Deterioration caused for reason or failure of electricity or water supply or fire, water theft or removal
- E) Defective or ineffectual works performed by persons other than those employed or authorised by Airway. Work on ancillary gear or equipment attached to or adjacent to the equipment.

2.2 The customer shall ensure adequate and safe access to the equipment and provide free of charge all necessary lifting equipment, lighting, power and water as requested, if the equipment is moved to another location or access is altered Airway reserves the right to adjust the contract price.

### 3. MAINTENANCE TIMES

3.1 Maintenance visits shall be made during normal working hours at a time mutually convenient to the customer and Airway but so far as is practical and spaced equally during the contract period.

3.2 Airway shall under no circumstances be liable in the event that it is unable to perform its obligations here under at the time specified. Times stated are given as accurately as possible and represents statements of intention but are no way contractually binding.

3.3 Emergency 24 hour service with 4 hour response time (unless otherwise specified) is available 365 days a year. Where applicable a call out charge will be made to the customer.

### 4. PAYMENT

4.1 The maintenance contract price shall be payable in advance by the customer and thereafter 30 days within each renewal date.

4.2 The customer shall pay any additional charges e.g. replacement filters, belts, pumps etc... within 30 days from date of invoice.

### 5. EMERGENCY CALL OUT RATES

#### **Call Out Rate:**

Call out (normal working hours) - £75 +vat  
Labour - £48 per hour +vat

#### **Out of Hours:**

Call out rate is £112.50 +vat  
Labour - £72 per hour +vat

### 6. TERMINATION

The contract will continue to run on a year on year basis unless the customer notifies Airway in writing not later than one month before the anniversary date to terminate the contract.

**Thank You For Your Business**