

INDIAN SCHOOL NIZWA

PO BOX : 598, Postal Code : 611 , Thymasa, Sultanate of Oman

**REQUEST FOR QUOTATION**

To		From	
Attn:		Number	
Ph :		Date	

Dear Sir / Madam

You are Kindly requested to submit your Quotation for Annual Maintenance Contract - Air Conditioner Work

Name of the Service Agreement		
SCOPE OF THE WORK		The contract work covers the annual maintenance of Total Number of Split AC and Total Number of Window AC in the Ground, First and Second Floor of School and Teachers Accomodation including on call service or breakdown repair inclusive of cost of spare. School will provide compressor only in case it needs to be replacement (Total No. of AC 200).
THE MAINTENANCE SCHEDULE		
1	Check all Electrical Components and connections - During Servicing / As Required	
2	Clean Evaporator Coil - During Servicing	
3	Check Refrigerant Level (Frozen) - During Servicing	
4	Inspect and Lubricate Fan Motor - During Servicing	
5	Weld / Insulate copper pipe - During Servicing	
6	Clean Condensate Coil - During Servicing	
7	Check Temperature and start operations - Twice a week Jan to May (Summer) and Once Weekly rest of the year	
8	Measure Temperature Differences - Once Fortnightly	
9	Check Ampere reading (Voltage Drop) - Once Monthly.	
10	Check Blower Performance - Once Monthly	
11	Check all safety switches - Once Monthly.	
12	Check blow out drain line - Once Monthly.	
13	Clean Drain Pan - Once Monthly	
14	Clean / Replace Filter - Once Monthly.	