

Installation Protocol

Window type air- conditioner

Installation Company's Name			
Address			
Tel #			
Technician's Name			
Customer's Name			
Address			
Tel #			
Model #		Serial. No.	
Date of Installation		Time:	
	Completed by the installation technician		Completed (check yes or no)
Work carried out	Install cabinet inclined backward/outward slightly (4-6 mm)		YES/NO
	Fix outer cabinet firmly to wooden frame		YES/NO
	Slide base tray into outer cabinet with adequate care of all tubes		YES/NO
	Fill thermal insulation between outer cabinet and wooden frame		YES/NO
	Ensure proper and clean appearance of installed unit		YES/NO
	Fit anti-theft locks (if provided with the air-conditioner)		YES/NO
	Install the filter, grille and drain tray etc. to base tray from outside		YES/NO
	Connect power cord to power point and switch-on unit		YES/NO
	Set control panel as desired and start the air-conditioner		YES/NO
	Permit air-conditioner to run for about 20-25 minutes.		YES/NO
	Demonstrate effective use/benefits, explain features		YES/NO
	Fill-up warranty documents		YES/NO
	Record all observations as a report and fill-up checklist		YES/NO
Confirm all accessories are fitted and handover left-over materials		YES/NO	
<u>Place and date:</u>		<u>Signature of technician:</u>	<u>Signature of client:</u>