

Prepare your HVAC enquiry

Complete what you know and note any missing details. Print this worksheet or share it with your team to prepare for an assessment.

01 Building details and coordination

Company / building and location

Coordinator / contact details

Building use and occupancy hours

Preferred date / availability and access arrangements

02 Initial equipment inventory

Note the type, approximate quantity and location. Write "to confirm" where details are unknown.

Equipment / system	Quantity	Location	ID / missing detail

Available documents: equipment list, manuals, previous reports and complaint history. Do not include passwords or access codes.

Define what you need to address

Use this page to organise priorities and compare proposal scopes. It does not replace an inspection or the manufacturer's instructions.

03

Needs and priorities

Issue or goal / affected areas / when it started

Operational constraints / outstanding tasks / target date

04

Points to agree on in the proposal

- ☐ Included equipment and areas, exclusions and details to confirm.
- ☐ Planned tasks and frequency criteria based on equipment, use and manufacturer.
- ☐ Access, permits, schedules and shutdowns that require coordination.
- ☐ Report format: equipment, tasks, findings and next steps.
- ☐ Included supplies and parts; approval of additional work.
- ☐ Fault response: contact channels, availability and agreed terms.

Next action / owner / date

Ready to review maintenance with URBANARC?

Share your location, known equipment and main need. Our team will contact you to agree on the next steps.

Request an HVAC assessment at urbanarc.com.ar