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| **Part 12 – Mechanical Ventilation & Hot, Warm & Cooling Water Systems**   * *Evaporative cooler & ducted heating – Ameeyk* * *Annual inspection* | **Location Address (mark site address)**  Head Office & New Bus Shed 50 Lalor St  Ameeyk 107 Hurd St  SDA 106 Palmer St  SDA 108 Palmer St | Portland Neighbourhood House 40 Waratah St  Seawinds Nursery 191 Wellington Rd  Support Coordination Shop 12/13 Pioneer Plaza |

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| **Name of item tested/inspected** | **Date of inspection** | **Company conducting inspection/repair/testing** | **Problems identified in inspection** | **Action to be taken** | **Action reported to whom?** | **Person conducting inspection** | **Signature** |
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*Record keeping - file this routine service log sheet in the buildings Essential Services Folder & K/d Building Regulations 2018*