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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 [x]  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*