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| **Reverse Cycle Air Conditioner**  **Cassette Air Conditioner (50 Lalor St only)**   * Annual inspection | **Site Address**  Head Office 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 *(Alcoa service)*  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 to rectify problem** | **Action reported to whom?** | **Person conducting inspection** | **Signature** |
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