

MELBOURN PARISH COUNCIL

Full Council meeting 25 April 2022

PC200 21a) Quotation for servicing air conditioning units

Airway Maintenance

Good afternoon Amy,

I hope that you are well.

2 of our air conditioning units that are due for annual maintenance, but in 2021 we have some new units installed in the building, during the extension of the building. These new units were installed by airway and will require maintenance slightly later on in the year (we think they were installed in June/July time – but please could you check this?).

The units that were installed were as followed:

New Dickens Room A/C

Staff Room A/C

Austen Room Ventilation System (not the Aircon which has not changed in any way)

Kitchen A/C

Norbury Room A/C

Bennett Room A/C

The original Aircon units in the Parish Office and Austen room are the two units that are due for annual maintenance. Is there any way that we can push back the maintenance for these units, so that all units can be serviced at the same, but the warranty will still remain valid?

Please let me know if this is possible and the cost for maintenance servicing.

Many thanks

Sophie Marriage

Assistant to the Parish Clerk

Afternoon Sophie,

Apologies for the delay in coming back to you.

I can confirm we will be happy to vouch for your warranty and postpone the annual maintenance unit July inline with the due date of the units installed in 2021. The 2019 install was carried out in June so this would not cause much of a delay for the due date anyway.

The cost to carry out an annual maintenance in July (and each year thereafter) will **be £280 + VAT.**

Please let me know if you are happy to proceed and I will send over a maintenance agreement to confirm this.

Any questions at all please do let me know.

Kind regards,

Amy Steele

Maintenance