

Air Condition site requirements survey form
University of Kelaniya, Kelaniya

The information collected through this form will be considered in the selection and installation of air condition system(s) in lecture theaters, office complexes and other relevant sites within the University. Efficient and wise use of electricity with a view to reduce energy consumption and wastage is a strategy adopted according to the Environment Policy of the University of Kelaniya.

Please provide the following information (to be filled by the site user)

Write “Yes” if the action has already been taken and “No” if it is not where appropriate.

Category	Action	Yes/No
Window and door glazing	3M™ Sun Control Window Films(Prestige Series) or curtains fixed	
Window and door air leakage	Rubber beadings for leaky window and door frames applied. Suitable carpets used to block the air leakages through doors.	
Ceiling air leak	All holes on the ceiling closed using appropriate material (depending on the ceiling material)	
Doors facing outside	Door closers attached to these doors	
Lighting	All lamps replaced with LED's	
Internal loads	Number of people in the room Number of computers in the room Other machines in the room Number of working hours per day	----- ----- ----- -----

Table 1 Site information

I hereby confirm that the information provided above about the air conditioning application form regarding our site details is to the best of my knowledge true.

Location of the site:

Applicant's Name:

Applicant's Job title: Contact number.....

.....

.....

Signature

Date

Please provide the following information: (to be filled by the **works department**)

Solar gain of the site

- The time during the day that the site receives most sunlight:
- Orientation of the site: N/NE/E/SE/S/SW/W/NW
- Obstructions such as adjacent buildings, trees and landforms have impacts on the site
High / Medium / Low / No
- The site is occupied as a: lecture hall/office/warehouse/computer lab/other (specify)
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Thermal performance of the glazed windows and glazed doors

	Number	Total area (m ²)
Glazed doors attached around the perimeter		
Glazed windows attached around the perimeter		

Table 2 Doors and Windows Information

Please mention the framing material used in doors and windows: Aluminium/steel/wood

Floor, Roof and walls

Total floor area of the site (m ²)	
Floor material (select appropriate)	Cement plaster/ceramic tile/wood
Total perimeter wall area (m ²)	
Wall material (select appropriate)	Cement block plastered/clay brick Plastered/metal sheet
Total roof area of the site (if appropriate)	
Roof material (select appropriate)	Asbestos/concrete slab/metal sheet
Ceiling type (if appropriate)	Suspended ceiling/asbestos/concrete slab/wood
Ceiling area (m ²)	

Table 3 Floor, Roof and Wall information

I hereby confirm that the information provided above about the air conditioning application form regarding our site details is to the best of my knowledge true.

Name of the Works Department Office:

Title: Contact Number:

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Signature

Date