

# COMMISSIONING REQUEST FORM

Please be aware the boiler must be commissioned within 3 months of the installation date to qualify for the full warranty.

## SITE DETAILS

**Site contact name**

Rick

**Site name**

Norwood Hall- Events and Wedding  
Venue

**Site contact number 1**

07884258116

**Site contact number 2**

07854919969

**Site address**

Norwood Park Wedding & Events  
Venue Hallam Road Southwell  
Nottinghamshire

**Site Postcode**

NG25 0PF

## BOILER 1

**Boiler model**

Heat 2

**Output**

55kW

**Full serial number**

AFL22082200004237

**Date code**

07/04/25

**Installation date**

9-Jul-25

**Purchase date**

30-Jun-25

**Merchant purchased from**

BSS

**Branch**

Nottingham

**BOILER 2****Boiler model**

Heat 2

**Output**

55kW

**Full serial number**

AFL22082200004236

**Date code**

07/04/25

**Installation date**

9-Jul-25

**Purchase date**

30-Jun-25

**Merchant purchased from**  
BSS

**Branch**  
Nottingham

**BECAUSE YOU SELECTED MORE THAN ONE HEAT 2,  
PLEASE COMPLETE THE BELOW FIELDS.**

**Varican Gateway Master kit fitted?**

No

**Varican Gateway Slave kit(s) fitted?**

No

**Extension Module kit fitted?**

No

**Has a Frame and Header kit been used in the installation?**

Yes

**Which kit was used?**

Low height kit

**Flow Sensor Immersion Pocket kit fitted?**

No

**Has a Keston Low Loss Header been used?**

Yes

**Flow Sensor Strap On kit fitted?**

No

**0-10V Pump kit fitted?**

No

**INSTALLER DETAILS**

**Contact name**  
Adam Townsend

**Contact number**  
07854919969

**Company name**

Miller Freeman

**Email address**

adam@millerfreemannottm.com

**Company Gas Safe Registration**

7444

**Company address**Miller Freeman Ltd 4 Parkyn Road  
Daybrook**Company Postcode**

NG5 6BG

## APPOINTMENT DETAILS

**Requested visit date**

29/07/2025

**Is a Site Induction necessary?**

No

**Do our engineers require CSCS cards?**

No

**Are Risk Assessment / Method Statements required?**

Yes

Please note the system must be cold and have sufficient heat load so all boilers can be fired full rate

## REPORTS

Please provide at least 2 email addresses for the report and warranty certificate (where applicable) upon completion of a successful commissioning

**Email address 1**

adam@millerfreemannottm.com

**Email address 2**

service@millerfreemannottm.com

**Are you happy to receive information alongside this report detailing our service & care packages?**

No

## INSTALLATION DETAILS

All of the below must be completed for us to carry out the commissioning.

Please give details of any special instructions in the box provided at the bottom.

Should we be unable to carry out the work, we reserve the right to make a charge for the full cost of the visit.

Any calls cancelled without 24 hours notice may be charged at the full commissioning cost.

<b>Is adequate purpose built ventilation installed?</b>	Yes
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<b>What percentage has this been calculated at?</b>	75%
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<b>Is ventilation mechanical or natural?</b>	Natural
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<b>Does the flue comply with BS:6644, BS:5440, IGE UP/10 &amp; CE Approved?</b>	Yes
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<b>How is the flue installed?</b>	Vertically
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<b>Has the electrical supply been connected with option to isolate?</b>	Yes
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<b>Has water been connected, boiler filled and air removed?</b>	Yes
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<b>Has the gas been connected and purged?</b>	Yes
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<b>Have external controls been commissioned &amp; operational?</b>	Yes
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<b>Is a permanent light available in the boiler room?</b>	Yes
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Is the boiler showing any faults?	No
Is the boiler showing any faults?	No
Is the boiler fully accessible?	Yes
Is adequate onsite parking available?	Yes
Has the system been cleansed before installation?	Yes
Has the system been dosed since installation?	Yes
Additional site information	

COST BREAKDOWN	
Commissioning costs	
Heat 2	£125.00
Heat 2	£60.00
Total Commissioning Costs	£185.00
Site induction costs	
20 minute induction	£0.00
Additional	£0.00
Total Induction Costs	£0.00
<b>Total Costs</b>	<b>£185.00</b>

CONFIRMATION BY	
Full name	Email address

adam townsend

adam@millerfreemannottm.com

**I confirm that I have completed this form as accurately as possible and that any incorrect information provided may lead to delays and/or return visits, which may be chargeable. I am aware that my requested commissioning date may not be available.**

Confirmation of your visit date will be supplied within 2 working days

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