# UCSB Refrigerant Service Order Form

**Service ID:**

**Work Order #:**

**Date:** Started: _______ Completed: _______

**Technicians:**

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**Facility:**

**Building:**

**Appliance ID:**

<table>
<thead>
<tr>
<th>Sub location</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td>Serial #:</td>
</tr>
</tbody>
</table>

**Refrigerant Type:** ___________ **Charge:** ______ lbs oz

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**Service Request – Why dispatched**

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**Service Description** - Briefly describe what you found upon arrival at the unit.

- [ ] Isolated Leak
- [ ] Non-Major Maintenance
- [ ] Dispose of Unit
- [ ] Refrigerant Conversion
- [ ] Major Maintenance

Recovery Unit ID# : __________

Recovery Vacuum: 0”“10”“15” Inches 25mm

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**Refrigerant**

<table>
<thead>
<tr>
<th>Refrigerant</th>
<th>Cylinder ID</th>
<th>Type</th>
<th>Condition</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recovered</td>
<td></td>
<td></td>
<td></td>
<td>Lbs oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lbs oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lbs oz</td>
</tr>
</tbody>
</table>

**Added**

<table>
<thead>
<tr>
<th>No cylinder Id # if</th>
<th>Contractor supplied</th>
<th>Lbs oz</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lbs oz</td>
</tr>
<tr>
<td></td>
<td>Startup Charge</td>
<td>Lbs oz</td>
</tr>
</tbody>
</table>

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**Leaks**

- [ ] Leak Found
- [ ] Leak Repaired
- [ ] Initial Leak Verification Test
  - Date: ____________
  - Method: ____________
- [ ] Follow-up Verification Test
  - Date: ____________
  - Method: ____________
- [ ] Leak Audit
  - Method: ____________
  - Date: ____________
- [ ] Trace Gas Used
  - Type: R-____
  - Cylinder ID: ______
  - Quantity: _____ Lbs _____ oz
- [ ] Accidental Release Occurred
  - Description: __________
  - Estimated Amount Released: _____ lbs _____ oz

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**Leak Notes:** Exact location of leak and description of how repaired

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Route Completed Form to Refrigerant Coordinator.