



Washington University - Danforth Campus Leak Inspection Form

Instructions on Reverse; Return Completed Forms to both Facilities and EH&S

General Information

Work Order Number: _____
 Service Date: _____
 Technician Name: _____
 Company/Department: _____
 Technician Certification#: _____
 Technician Certification Type: _____
 Valid for Appliance: _____ Y / N

Appliance Information

Equipment ID: _____
 Circuit Number: _____
 Zone Color: _____
 Building: _____
 Area/Room Number: _____
 Refrigerant Type: _____
 Full Charge, if known: _____ lb

Leak Information

Work Order Number for Leak Requiring Inspection: _____
 Service Date: _____
 Deadline for Leak Inspection: _____

Leak Inspection

Date of Inspection: _____
 Method(s) Used: _____
 All visible/accessible parts inspected: _____ Y / N

For questions, please call HVAC Services

Instructions for Leak Inspection Form

General Information:

1. Enter the Work Order Number, if applicable.
2. Enter the Service Date as the date of the leak inspection.
3. Include the name, company or department (within WU), and certification type of the technician who completed the job. Certification Types are as follows: Type I - servicing small appliances (<5 lb charge); Type II - servicing or disposing of high- or very high-pressure appliances, except small appliances and MVACs; Type III - servicing or disposing of low-pressure appliances; and Universal - servicing all types of equipment.
4. Verify that the technician type is appropriate for the appliance being serviced.

Appliance Information:

1. Enter the Equipment ID as noted in the Refrigerant Tracking Tool and as posted on the appliance.
 - a. Utilities ID Numbers have the format B###-####-C (C is the circuit number or letter designation).
 - b. Facilities ID Numbers have the format BLD-TYP#-C.
 - i. BLD is the building code (ex. LEW=Lewis Center).
 - ii. TYP# is the type of unit with a number, if there are multiple units (ex. RTU1).
 - iii. C is the circuit number or letter designation.
2. Enter the circuit number.
3. Enter the Zone Color (Facilities only), the building name, and the area or room number to further identify the unit.
4. Enter the refrigerant type of the unit and full charge (lb) of the circuit being serviced, if known.

Leak Information:

1. Enter the work order number for the service that required a leak inspection. Leak inspections are required for appliances exceeding the applicable leak rate (10% for comfort cooling appliances and other appliances) for comfort cooling appliances and other appliances (not including commercial/food service and industrial process refrigeration), once per calendar year until the owner or operator can demonstrate through the leak rate calculations that the appliance has not leaked in excess of the applicable leak rate for one year.
2. Enter the date of service when the appliance exceeded the applicable leak rate.
3. Enter the date when the leak inspection is required to be completed (one year from the date of service as shown in the Refrigerant Tracking Tool).

Leak Inspection

1. Enter the date the inspection was completed (prior to the deadline listed in Leak Information Item 3).
2. Indicate whether all visible and accessible parts of the appliance were inspected by circling Yes (Y) or No (N). All visible and accessible parts do not include the following:
 - a. Where components are insulated, under ice that forms on the outside of equipment, underground, behind walls, or are otherwise inaccessible;
 - b. Where personnel must be elevated more than two meters above a support surface; or
 - c. Where components are unsafe to inspect, as determined by site personnel.
3. Indicate which methods were used to complete the leak inspection. Possible leak inspection methods include: ultrasonic tests, gas-imaging cameras, bubble test, or leak detection device.

Follow-up:

1. If leaks were found during the leak inspection, complete a separate Refrigerant Service Form for the leak repair aspects of the service.
2. Return the completed form to Facilities and EH&S.