

31 July 1993

Works Branch Technical Circular No. 23/93

**Supply, Installation and Maintenance of
Room Air Coolers and Dehumidifiers
in Government Buildings and Installations**

Introduction

This Circular clarifies the division of responsibility between EMSD and the user departments (Arch S D and WSD) for room air coolers and dehumidifiers and supersedes PWDTC 34/73, which is hereby cancelled. This Circular should be read in conjunction with the WBTC "Electrical and Mechanical Services in Government Buildings and Installations" to be issued later.

Responsibility for Maintenance and Replacements

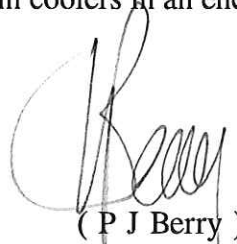
2. Unless otherwise stated in other WBTC, DEMS is generally responsible for the maintenance of room air coolers and dehumidifiers in Government buildings/installations, including replacements and maintenance of replacements under contract.

Term Contract for Supply, Installation and Maintenance

3. (a) DEMS will consult the users to ascertain the quantity of room air coolers and dehumidifiers to be included in the term contract to meet the requirements of the new works and refurbishment projects. The users of the term contract shall include AD(BS) and AD(PS) of Arch S D for new works projects and refurbishment projects under their control, and DWS.
- (b) Contract documents will be prepared by DEMS. These will provide for the supply and installation of new units to be supervised and certified by Arch S D, WSD and/or EMSD staff as appropriate.
- (c) DEMS will call for tenders.
- (d) DEMS will examine the units offered from the constructional, operational, energy efficiency and maintenance points of view and forward his recommendation to the Chairman, Central Tender Board or Chairman, Public Works Tender Board as appropriate.
- (e) After approval by the Tender Board, the contract will be signed by DEMS.
- (f) DEMS will inform D Arch S and DWS of the commencement of the new contract and forward them 3 copies of signed contract document.

Ordering and Installation of New Units

4. Replacement units will be ordered by DEMS who will supervise installation. Funding for the work will be in accordance with the inter-departmental charging arrangements for EMSD Workshop services applied after 1 April 93.
5. For units to be installed in new buildings or new installations in existing buildings (i.e not replacements) :-
 - (a) D Arch S or DWS, as appropriate, will be responsible for providing funds (including contract administration charges for DEMS) within their Project Votes for the supply and installation.
 - (b) Orders for new units will be placed directly with the contractor by D Arch S or DWS, as appropriate, who will also supervise the installation and maintain the necessary liaison when required e.g. private Architects. A copy of each order will be sent to DEMS for information.
 - (c) D Arch S or DWS, as appropriate will inform DEMS and the contractor when each installation is completed and will sign invoices and arrange payment direct to the contractor.
 - (d) The installation shall be deemed to be handed over to DEMS after the notice of completion has been sent to EMSD for 7 working days.
6. For standardisation purposes, and as far as is practicable, room air coolers and dehumidifier of the same manufacturer/model as those currently being used should be used.
7. Government is determined to set a good example in promoting energy efficiency. Care should be taken to operate the room coolers in an energy efficient manner.



(P J Berry)

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