

Rose Committee – 13th December 2023

Managers' Report.

Rose committee

Air con system.

Following the repair on the heating system in September it was found that the plastic covers covering electrics were missing please see quote attached for replacement.

Pantomime

Verbal report to be given.

Raffle

As you are all aware one of our councillors kindly brought a full performance of our pantomime for struggling families in Rugeley who are living in crisis due the cost of living , so I did a raffle on the public performances on the two showings on the Saturday All prizes donated by me and I will report the proceeds to the meeting. I would like all monies raised to go to a charity of the councillor's choosing.

Technical equipment Hire.

Mic Hire

Stage Hire

Snow Machine Hire

Verbal Report to be Given.

Laurie Johnson-Coles

Theatre Manager

Clerk

From: [REDACTED]
Sent: 08 December 2023 09:51
To: Clerk
Subject: HVAC servicing

Morning Sue.

I cannot see my paperwork for the original quotes for HVAC servicing/ inspections, I may have left them in the folder I returned to you yesterday or shredded them.

I require the quote amount from "Arco Building Services" (the company that didn't respond to my emails. No rush, message me if it is easier/ quicker: [REDACTED])

Attached.

[REDACTED]



Theatre

ARCO Building Services
Arco Building Services Limited
Rugeley
Staffordshire

Quote - QU-0631

Tel: [REDACTED]

Email: [REDACTED] Fax: [REDACTED]

Date: 26/09/2023

Web: www.arcobuildingservices.com
Company Reg: 8466429
VAT No: 159384080

Rugeley Rose Community Hall & Theatre
Rugeley Rose Community Hall & Theatre
Rugeley Rose Community Hall & Theatre
Rugeley Town Council
Taylors Lane
Rugeley
GB
WS15 2AA

Site / Delivery Address
Elaine Tovey
Rugeley Rose Community Hall & Theatre
Rugeley Rose Community Hall & Theatre
Rugeley Town Council
Taylors Lane
Rugeley
WS15 2AA

Description: Contact is based on 4 visits per year. 2 major and 2 minor. Visits to be spaced out 3 months apart. 1 No FGas check is required to applicable systems once per year. Please see costs below

#	Product	Description	Qty	Unit Price	VAT(%)	Net Amount
1	1	Major AC Service	18	£65.00	20	£1,170.00
2	2	Minor AC Service	18	£35.00	20	£630.00
3	3	Major AC Service	18	£65.00	20	£1,170.00
4	4	Minor AC Service	18	£35.00	20	£630.00
5	5	Legal FGAS Compliance	3	£100.00	20	£300.00

Terms: This quote is guaranteed for 30 days, after this all prices may be subject to change

Sub Total (exc. VAT) £3,900.00

VAT £780.00

Total (inc. VAT) £4,680.00

We would like to thank you for the opportunity to quote for this - ARCO Building Services



Council office's

ARCO Building Services
Arco Building Services Limited
Rugeley
Staffordshire

Quote - QU-0640

Date: 27/09/2023

Rugeley Town Council
Laurie Johnson
Taylors Lane
Rugeley
GB
WS15 2AA

Tel: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]
Web: www.arcobuildingservices.com
Company Reg: 8466429
VAT No: 159384080

Site / Delivery Address
Laurie Johnson
Rugeley Town Council
Taylors Lane
Rugeley
WS15 2AA

Description: Contact is based on 4 visits per year. 2 major and 2 minor. Visits to be spaced out 3 months apart. 1 No FGas check is required to applicable systems once per year. Please see costs below

#	Product	Description	Qty	Unit Price	VAT(%)	Net Amount
1	1	Major AC Service	5	£65.00	20	£325.00
2	2	Minor AC Service	5	£35.00	20	£175.00
3	3	Major AC Service	5	£65.00	20	£325.00
4	4	Minor AC Service	5	£35.00	20	£175.00
5	5	Legal FGAS Compliance	1	£100.00	20	£100.00

Terms: This quote is guaranteed for 30 days, after this all prices may be subject to change

Sub Total (exc. VAT) £1,100.00
VAT £220.00

Total (inc. VAT) £1,320.00

We would like to thank you for the opportunity to quote for this - ARCO Building Services

Clerk

From: [REDACTED]
Sent: 08 December 2023 09:37
To: [REDACTED]
Subject: Re: Air con quote

Goodmorning all.

To keep you all in the loop and for "transparency sake". From the three companies that were originally invited to quote for HVAC servicing work I had messaged them for the feasibility/ legality of reducing the frequency of servicing to reduce council and Rose Theatre expenditure. I had a HVAC engineer/ colleague from work read the quotes and confirmed the legality side of frequency of servicing for the gas quantity over the Council and Rose buildings. The gas quantity indicated in the quotes would require 6 monthly servicing/ inspection to be aligned with legislation.

I invited the companies that originally quoted for work to requote for the servicing/ inspection work and if there was a way to carry out the work 12 monthly and not at the frequency that they originally quoted for (I have been advised 12 monthly is sufficient for servicing due to the duration HVAC units are likely run and the conditions/ environment that they operate in).

Of the three that originally quoted two replied, both I had to spell it out to them that it could be done, one of the two that replied I believe hadn't done their due diligence when quoting/ had a site visit to note the gas volume of the HVAC units and the other got there eventually and suggested if we split the servicing to Council offices and Rose theatre each respective buildings HVAC systems would fall below the gas volume amount for 6 monthly inspection/ servicing thus allowing 12 monthly inspection.

I have forwarded all correspondence to Sue (for transparency purposes). Sorry I never got around to forwarding in time for the last full council, I can attend the next Rose committee meeting if required, though I presume the next thing will be to take it to full council to make a decision/ award the contact.

Have a good day and weekend all.

Regards

From: [REDACTED]
Sent: Monday, November 20, 2023 9:34 PM
To: [REDACTED]
Subject: Re: Air con quote

From my perspective I think it would be a great idea for you to take the lead and report back to full council

Sent from [Outlook for Android](#)

From: [REDACTED]
Sent: Monday, November 20, 2023 9:26:24 PM
To: [REDACTED]; Rose Committee 2023 - 2024 <RoseCommitteeUpdated2019-2023@rugeleytowncouncil.gov.uk>; Theatre <Theatre@rugeleytowncouncil.gov.uk>
Subject: Re: Air con quote

Continuing with this, did Mel find any information?

After speaking with a HVAC technician at work I believe there is scope to save money by reducing the servicing frequency of some of the units, the larger system require two per year (required by law)

I can ask for the companies that quoted for service work to requote if you want me to take the lead on it?

Regards

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED]
Sent: Thursday, November 9, 2023 2:14:24 PM
To: [REDACTED]; Rose Committee 2023 - 2024 <RoseCommitteeUpdated2019-2023@rugeleytowncouncil.gov.uk>; [REDACTED]
Subject: RE: Air con quote

Laurie doesn't know of any service records, but I suspect that they could be with the invoices – which Mel will have access to.

The theatre is open until 9pm tonight, [REDACTED] so I'll leave the folder with [REDACTED] if you come in the main entrance. I'll ask him to leave it on one of the tables in the bar if he has to go walkabout!

Thanks so much for your help with this.

[REDACTED]

[REDACTED]

RUGELEY TOWN COUNCIL The Rose Theatre



Sam Bird
Development & Theatre Director

Taylors Lane, Rugeley, WS15 2AA
info@rugeleytowncouncil.gov.uk
Council: 01889 574074 Theatre: 01889 584036
www.rugeleytowncouncil.gov.uk
www.rugeley-rose-theatre.co.uk



On Sale Now

The Rose Theatre

Join us for our 2023 pantomime

Jack and the Beanstalk

Saturday 9th December
Performances at 12pm and 4pm

Tickets

Family - 2 adults & 2 kids	£35
Adults	£12
Kids & OAP's	£8

www.ticketsource.co.uk/rugeley-town-council

NB. I have sent this email at a time that is convenient for me,
Please reply at a time that is convenient for you.

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From: [REDACTED]
Sent: Thursday, November 9, 2023 1:39 PM
To: [REDACTED]; Rose Committee 2023 - 2024 <RoseCommitteeUpdated2019-2023@rugeleytowncouncil.gov.uk>, [REDACTED]
Subject: Re: Air con quote

Perfect, to keep the wheels rolling so to speak am I able to collect said folder, by the time I finish work and I'm Back in rugeley the council office will likely be closed, can we arrange for me to collect it from someone possibly?

Do you know if the records from previous services are in the folder or kept elsewhere? I'm sure Mel will know if not.

[REDACTED]

From: [REDACTED]
Sent: Thursday, November 9, 2023 1:14 PM
To: [REDACTED]; Rose Committee 2023 - 2024 <RoseCommitteeUpdated2019-2023@rugeleytowncouncil.gov.uk>, [REDACTED]
Subject: RE: Air con quote

Hi [REDACTED],

I'll be perfectly honest with you – Laurie and I have just asked if you're speaking Greek. 😊

What we do have is a folder which we were given when the system was installed many moons ago. If you'd like to collect it and have a look and see if that's any use, you are more than welcome?

Otherwise, we don't have any idea!

Mel is off this week – but there may be something in her files, which we can ask her to have a look at next week?

File is on my desk if you want to look at it!

Sam Bird
Development & Theatre Director

RUGELEY The
TOWN & Rose
COUNCIL Theatre

Sam Bird
Development & Theatre Director

Taylor's Lane, Rugeley, WS15 2AA
info@rugeleytowncouncil.gov.uk
Council: 01889 574074 Theatre: 01889 584036
www.rugeleytowncouncil.gov.uk
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From: [REDACTED]
Sent: Thursday, November 9, 2023 12:45 PM
To: [REDACTED]; Rose Committee 2023 - 2024 <RoseCommitteeUpdated2019-2023@rugeleytowncouncil.gov.uk>; [REDACTED]
Subject: Air con quote

Afternoon all, I have had a quick chat with a work colleague regarding the quotes for the airconditioning maintenance. He/myself believes there's savings to be made, these are savings in the scope of work not the price for the work quoted.

To get a better idea as How to handle this and to get them to trim their quotes does anyone know the whereabouts of a "asset list/ log book for F Gas Register" this may have been updated on the last services and supplied when the original installation took place.

Regards

[REDACTED]

You're receiving this message because you're a member of the Rose Committee 2023 - 2024 group from Rugeley Town Council. To take part in this conversation, reply all to this message.

[View group files](#) | [Leave group](#) | [Learn more about Microsoft 365 Groups](#)

Clerk

From: [REDACTED]
Sent: 08 December 2023 09:00
To: Clerk
Subject: Fw: Quote: RE/311023/RugeleyR - AC Maintenance
Attachments: TM44 Air Conditioning Legislation and Inspection .docx (1).pdf; CCS Ltd - F Gas Regulations & Leak Test Inspection Frequency - CO2 equivalent F Gas Table (2).pdf

Hello again Sue, please see second supplier correspondence (Cool4u), it would appear when they came to quote for work they never took required information that would give them the information they require whether or not they can carry out servicing 6 monthly or 12 monthly (based on site gas quantity)

As said in my previous email the third company that originally quoted for servicing work never replied to my request for a re-quote for scope of work.

Again have a good day and weekend.

Regards

From: [REDACTED]
Sent: Friday, November 24, 2023 10:02 AM
To: [REDACTED]
Subject: Re: Quote: RE/311023/RugeleyR - AC Maintenance

Hi [REDACTED]

Many Thanks for your email and understand the need to save costs.

We have been to site and carried out a visual inspection of the systems on site, however, we have not taken down the details of the refrigerant in each condensing unit, which dictates how often a visit is required.

If we were asked to carry out the air conditioning maintenance, on the first visit we would collate an asset register of the equipment on site which would include the type of refrigerant in each system and how much refrigerant. From this information we can advise which systems require 6 monthly inspections and which would suffice on an annual inspection, in line with current f-gas regulation. I've attached an information leaflet on F-Gas regulations.

Also, not wanting to add to your costs, but I have checked the Government's Energy Performance Register and neither buildings hold a current TM44 energy performance certificate. I have attached an information leaflet for reference, but you would need 2 separate inspections, one for each building, which I can provide a quote for. This is separate to a maintenance/service visit.

Any further queries, please do not hesitate to contact me.

[REDACTED]
Office Manager



Unit 4a Huss's Lane, Long Eaton, Nottingham. NG10 1GS
Tel: 0115 9440679 Fax: 0115 8229268

Email: [redacted] Website: www.cool4u.co.uk



Accredited Contractor
CHAS.co.uk



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On Thu, Nov 23, 2023 at 1:20 PM [redacted] wrote:
Afternoon [redacted] hope you're well.

I'm sorry I don't know much about the AC units over the Rose Theatre and Rugeley Council office buildings, nor can I trace down the F gas register.

In your quote you state "We ensure you are compliant with current legislation current legal requirements regarding your systems" and that "We recommend 2 visits per annum, but we can do 1 annual visit, if that is what you require"

I have been asked to lead the service of the AC systems and from what I understand AC units that contain under a certain quantity of refrigerant can be serviced/ check once a year, over that quantity 6 monthly, so it's not what I require but more what is required to stay legal.

As you may appreciate councils can come under scrutiny given spending of public money, I am looking to reduce costs where possible, have you had a site visit which you have based your quotes on? Without me going and checking quantities myself in each system I am unable to say which systems require 6 monthly and which if any we can carry out 12 monthly inspections. My aim if possible, is to carry out 12 monthly servicing/ inspection on some of the units if the regulations on gas quantity permit.

Regards

[REDACTED]

From: [REDACTED]
Sent: Thursday, November 23, 2023 12:16 PM
To: [REDACTED]
Subject: Quote: RE/311023/RugeleyR - AC Maintenance

Afternoon [REDACTED]

Further to your email with regards to the above quote, please see attached a revised quote as requested, which I hope I have interpreted correctly.

Any queries please let me know.
Many Thanks

[REDACTED]
Office Manager



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F-GAS

The F-Gas regulations and how they affect you.

The F-Gas regulations place legal obligations on companies & the users of refrigeration & air conditioning equipment.

Fluorinated gases (F-Gases) are man-made gases that, because they don't damage the atmospheric ozone layer, are often used as substitutes for ozone-depleting substances.

However, F-gases are powerful greenhouse gases that can stay in the atmosphere for centuries and contribute to a global greenhouse effect.

With a global warming potential (GWP) of up to 23,000 times greater than carbon dioxide (CO₂) there has been tighter control on refrigeration gas production, equipment, service and maintenance.

Almost all refrigeration, air conditioning and heat pump systems contain these regulated gasses as their refrigerant, and it is now a criminal offence to release f-gases into the atmosphere.

The F-Gas regulation.

The F-Gas Regulation (EC) 842/2006 was adopted on 17th May 2006 and later revised and replaced by (EU) 517/2014 in April 2014. The overall aim of F-Gas is to reduce and contain emissions by using responsible refrigeration. These regulations include:

- Better containment of F-gases in their applications
- Recovery of F-gases from products and equipment reaching their end of life
- Training and certification of technical personnel and companies working with F-gases
- Reporting of production, import and export data within the EU
- Labelling of certain products and equipment containing those gases

How do I know if I have F-gasses in my equipment?

All refrigeration & air conditioning equipment should have an information plate affixed to it. In the case of air conditioning this is usually found on the outdoor condensing unit. In the case of refrigeration it is usually found on the main plant.

Amongst other information it will tell you which refrigerant is inside the system and the amount in kilograms.

Refrigerant types on system information plates are referenced with an 'R' number. e.g. R32, R410a, R404a, R407a, R407c, R407f.

What are my responsibilities?

(1). Use Trained Technicians: Your first and overriding responsibility is to ensure that the company you employ to work on (install, leak test, maintain & dispose of) your refrigeration & air conditioning equipment is F-Gas registered.

Since the original Ozone Depleting Substances Regulations (1994), there has been increasing levels of competence standards demanded of refrigeration technicians and the companies who employ them, e.g. only qualified personnel are allowed to work on machinery and equipment containing F-Gases.

(2). Leak Testing: operators of equipment containing fluorinated greenhouse gases need to ensure the equipment is checked for leaks under the following requirements:

Maximum interval between checks	CO ₂ Tonnes
1 year or 2 years with leak detection installed	5
6 months or 1 year with leak detection installed	50

The CO₂ Tonnage equivalent of a refrigerant is calculated as follows:

Mass (in tonnes) of F gas × GWP of F gas.

For example – the most common air conditioning refrigerant is R410a. R410a has a GWP value of 2088. If your air conditioning system has 3.6kg of refrigerant in it the calculation would be:

$3.6 \div 1000$ (divide by 1000 as 1 kg is 1/1000th of a tonne) × 2088

$(3.6 \div 1000) \times 2088 = 7.52$ Tonnes of CO₂

In this case an air conditioning system would need leak checking by a qualified technician once a year. By the same calculation, any air conditioning system with just 2.4kg or more of R410a in it falls in to the F-Gas regulations.

(3). Record Keeping: Operators of all stationary systems containing the equivalent of 5 CO₂ tonnes or more of F-Gases must maintain records in the form of an onsite F-Gas log including:

- Quantity and type of F-gases installed, added or recovered
- Identifications of the company or technician carrying on servicing
- Dates and results of leakage checks

CCS Ltd - F Gas Leak Test Inspection Frequency - CO2 equivalent F Gas Table

Refrigerant	Global Warming Potential (GWP)	Refrigerant Quantity (Kg)		
		5 tonne Equivalent	50 tonne Equivalent	500 tonne Equivalent
R134a	1430	3.5 - 34.99	35 - 349.99	350 >
R32	675	7.4 - 74.09	74.1- 740.99	741 >
R404a	3922	1.3 - 12.69	12.7 - 126.99	127 >
R410a	2088	2.4 - 23.89	23.9 - 238.99	239 >
R437a (M)49)	1805	2.8 - 27.69	27.7 - 276.99	277 >
R407c	1774	2.8 - 28.19	28.2 - 281.99	282>
R407f	1825	2.7 - 27.3	27.4 - 273.99	274>
R449a	1397	3.6 - 35.7	35.8 - 357.8	357.9>
		If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a 12 monthly Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>	If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a 6 monthly Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>	If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a 3 monthly Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>

For example, to ascertain the frequency of the F Gas Leak Inspection, we can check the total refrigerant gas charge in a system on site against the above table. If the system contains 4 kg of R410a then using the above table, we can see that this system requires F Gas Leak Inspections on a minimum of a 12 monthly basis and recorded in an F Gas Log Book by an F Gas Qualified Engineer.



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500

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		If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a</u> <u>12 monthly</u> <u>Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>	If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a</u> <u>6 monthly</u> <u>Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>	If an air conditioning system on site contains this amount or above of the relevant refrigerant then this system <u>would require a minimum of a</u> <u>3 monthly</u> <u>Leak Inspections by an F Gas Qualified Engineer and an F Gas Log Book to record it in.</u>

For example, to ascertain the frequency of the F Gas Leak Inspection, we can check the total refrigerant gas charge in a system on site against the above table. If the system contains 4 kg of R410a then using the above table, we can see that this system requires F Gas Leak Inspections on a minimum of a 12 monthly basis and recorded in an F Gas Log Book by an F Gas Qualified Engineer.

Clerk

From: [REDACTED]
Sent: 08 December 2023 08:53
To: Clerk
Subject: Fw: HVAC servicing

Morning [REDACTED] Please see amended HVAC service quote from Staffordshire Air Conditioning Services (Highlighted quote details), I have forwarded full correspondence with potential supplier for transparency.

Second supplier quote revision to follow in separate email, third company to quote never responded to my email regarding adjustment to quote.

Have a good day and weekend.

Regards

[REDACTED]

From: [REDACTED]
Sent: Friday, November 24, 2023 3:43 PM
To: [REDACTED]
Subject: Re: HVAC servicing

Hi [REDACTED]

Please find your revised quote below.

Thank you for considering our services.



Office - 01543 327304
Mobile [REDACTED]
Email - [REDACTED]
Web Page - staffordshireaircon.net
Address - [REDACTED]

Please check out our reviews on Google
<https://g.page/r/CajhXu0Bdt9HEB0/review>

Planned preventive service & maintenance to all heat pump air conditioning at the Rugeley Rose Theatre and offices.

**Air conditioning systems to include -
4 x single splits systems.**

VRV system with 4 x ceiling mounted FCU's, 15 x high wall mounted FCU's and a triple VRV condenser mounted at ground level externally.

Work to include on each visit to all indoor and outdoor units-

- *Indoor and outdoor Fascia chemical clean.
- *Filter clean.
- *Indoor and outdoor coil disinfectant chemical clean.
- *Fan and fan motor check.
- *Condensate drain and pump clean / check.
- *Electrical connection check.
- *Temperature check on heating and cooling.
- *Louvre operation check.
- *Controller settings check.
- *Remote control filter sign reset.
- *Pipework condition check.
- *F - Gas refrigerant leak check.

For all of the above, our price per annual visit is £650.00 plus vat.

Price includes chemical cleaning solutions, F Gas leak check, travel and labour.

This includes 1 full day's work.

Work to be carried out from Monday to Friday between 8am to 4pm.

RAMS will be emailed prior to each visit if required.

A service / fault report will be emailed after each visit.

For transparency, our price for initial call outs are £65.00 per hour for labour and travel only.

Repairs will be quoted for as a price which will include labour, travel, mileage and parts / materials etc.

If you are satisfied with the above, please let me know at your earliest convenience so we can get you scheduled for the above work.

Thank you again and please don't hesitate to contact me if you have any further queries or questions.

On Fri, 24 Nov 2023 at 15:28, [REDACTED] > wrote:
Great stuff, thanks [REDACTED]

Have a good weekend and hopefully speak soon.

On Fri, 24 Nov 2023 at 14:16, [REDACTED] > wrote:
Yes I'll be in town later helping/ volunteering for the Rugeley town council.

As I said previously I'll put proposals: quotes together and put them before the next full council meeting in December. The decision will be made by councillors cost vs scope of work etc.

[REDACTED]
Sent from [Outlook for iOS](#)

From: [REDACTED] >
Sent: Friday, November 24, 2023 12:48:05 PM
To: [REDACTED] >
Subject: Re: HVAC servicing

Hi [REDACTED]

No worries at all, that sounds like a sensible plan so I'd be happy to go with what you've suggested.

The annual service price would be the same as the 6 monthly price per visit, so its pretty much halving the service cost per year.

I will amend the previous quote and send it over for the new annual schedule.

Yes, we're taking the kids down to see them at some point. Are you going your selves?

Kind regards

Staffordshire Air conditioning services Ltd.

On Fri, 24 Nov 2023, 11:33 [REDACTED] wrote:

Thanks [REDACTED] that's what I was getting at but I didn't know if I'd overlooked something, they are separate buildings on different electricity meters so I presume we are able to split the AC systems/ total gas.

If you could quote for the 12month and 6monthly services that would be great.

If after the 12 month service we can see the units are dirtier than expected etc bring them back inline with the VRV at 6 monthly.

Will you be attending the lights turn on and fireworks tonight in rugeley?

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED] >
Sent: Thursday, November 23, 2023 1:56:34 PM
To: [REDACTED] >
Subject: Re: HVAC servicing

Hi [REDACTED]

Sorry, Iv just had a thought that may be beneficial to your selves regarding the cost implications of a 6 month service.

The total amount of refrigerant relates to the total amount of refrigerant at the same site, but we could get around this by seperating the service reports for the Rugeley rose theatre and the council office which would in theory decrease the total amount of refrigerant.

If that sounds like a sensible plan then please let me know?

Kind regards

Staffordshire Air conditioning services Ltd.

On Thu, 23 Nov 2023, 13:27 [REDACTED] wrote:

Hi [REDACTED]

The quote was for both.

Yes that's correct, but the total amount of refrigerant was slightly over 50 tonnes (base charge).

The total amount of refrigerant is 24.5kg of R410a base charge which takes it over the 23.9kg threshold, but also additional refrigerant would of been added into systems when the pipework is over a certain length. For example, the VRV system with 15 + indoor units would of had additional refrigerant which adds to the total amount, but there is no info for a correct figure.

So going off the info above, the minimum requirement is a 6 month service.

However, I can only advise you with the above, so if its an annual service you require then we can go with that, but it may cause further issues /faults with the air conditioning in the long run.

Kind regards

Staffordshire Air conditioning services Ltd.

On Thu, 23 Nov 2023, 12:59 [REDACTED] wrote:

My apologies I'm not sure how many in total AC units their are/ capacity of refrigerant, nor can I trace anyone that knows the ware bouts of the F gas register.

Is your quote just for the Rose theatre or Rose theatre and council offices?

I'm not sure of the sizes of the split systems but If they contain less than 50 tonne equivalent then servicing/ leak tests can be carried out on a 12 monthly basis?

[REDACTED]

From: [REDACTED]
Sent: Wednesday, November 22, 2023 1:22 PM
To: [REDACTED]
Subject: Re: HVAC servicing

Hi [REDACTED]

My mistake, I'll be sure to add a header on the email with the business name and contact details in future.

Thank you, I'm a believer in that too and I only cover Staffordshire which helps to promote the local work. Also if problems occur one of us is always close by to deal with it promptly.

Unfortunately not, the 4 x single splits systems, the VRV system with 4 x ceiling mounted units and 15 x high wall mounted units do require 6 monthly visits due to the amount of refrigerant in the system.

The government dictates the regularity of a service schedule by calculating the amount of total refrigerant in the systems on site and Rugeley Rose theatre is slightly over the annual service threshold.

I did attach a link to the government website on the email to show the details were correct.

It's to prevent unnecessary refrigerant leaks on a system, which can be a danger to personnel and the ozone layer, so if a refrigerant leak isn't noticed for 1 year then the system will be completely empty, whereas as 6 monthly visit could save the system from dumping all of its refrigerant into the atmosphere.

However, I do appreciate the cost implications so we could look at reducing that if it meant procuring the work.

On Wed, 22 Nov 2023 at 12:55, Chris Barker <Chris.Barker@staffordshire.gov.uk> wrote:
Thank you

I had seen this quote but I couldn't see any business information or contact details the way it was printed off.

The reason for asking yourself for a quote was because you're a local company and I'm a big believer in supporting local businesses.

Obviously you seen what work is involved and what work/ testing needs to be carried out to be within the law. As the council are heavily scrutinised for expenditure I/ we are looking at ways to save taxpayers money. Regarding the 4x split systems, can these be serviced say perhaps 1x major service per year?

Regards,
[Redacted]

Sent from [Outlook for iOS](#)

From: [Redacted]
Sent: Wednesday, November 22, 2023 12:33:20 PM
To: Chris Barker <Chris.Barker@staffordshire.gov.uk>
Subject: Re: HVAC servicing

Hi [Redacted]

Great stuff, fire the info over when it's necessary and we get the ball rolling.

Thanks for the info, yes I will copy and paste the quote on this email for your reference.

Thanks again.

Hi [Redacted]

Nice to meet you this week and thank you for considering our services.

Please all details below.

Planned preventive service & maintenance to all heat pump air conditioning at the Rugeley Rose Theatre and offices.

Air conditioning systems to include -

4 x single splits systems.

VRV system with 4 x ceiling mounted FCU's, 15 x high wall mounted FCU's and a triple VRV condenser mounted at ground level externally.

Regarding the regularity of your service and maintenance visits, please see below -

You have 24.5kg of R410a refrigerant in total.

This translates into a CO2 equivalent of over 50 metric tons.

You will require regular leak testing and service & maintenance (every 6 months) which is mandatory.

The link is below for your records -

[https://www.gov.uk/guidance/calculate-the-carbon-dioxide-equivalent-quantity-of-an-f-gas#:~:text=You%20calculate%20the%20carbon%20dioxide,\(kg\)%20on%20product%20labels.](https://www.gov.uk/guidance/calculate-the-carbon-dioxide-equivalent-quantity-of-an-f-gas#:~:text=You%20calculate%20the%20carbon%20dioxide,(kg)%20on%20product%20labels.)

Work to include on each visit -

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For all of the above, our price per 6 monthly visits are £650.00 plus vat.

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For transparency, our price for initial call outs are **£65.00 per hour for labour and travel only.**

Repairs will be quoted for as a price which will include labour, travel, mileage and parts / materials etc.

If you are satisfied with the above, please let me know at your earliest convenience so we can get you scheduled for the above work.

Thank you again and please don't hesitate to contact me if you have any further queries or questions.

On Wed, 22 Nov 2023 at 10:52, [REDACTED] wrote:

Morning [REDACTED]

I wasn't involved but if you could forward me the quote it'll give me something to consider.

As you've quoted you must know the scope of work involved so it'll save a visit to accurately quote, the quotes will have to go before a full council for councillors to consider the quotes and vote on which best suits our requirements vs cost etc.

Regards

[REDACTED]

Sent from [Outlook for iOS](#)

From: [REDACTED]
Sent: Tuesday, November 21, 2023 4:49:28 PM
To: [REDACTED]
Subject: Re: HVAC servicing

Hi [REDACTED]

Thank you for contacting us and considering our services.

Yes, It would be a pleasure, if you could let me know how to proceed?

I'm unsure if you were involved but I have recently sent a quote directly to the Rugeley Rose theatre but have yet to hear back from them.

Thanks again and please don't hesitate to contact us.

On Tue, 21 Nov 2023 at 15:16, [REDACTED] wrote:
Afternoon [REDACTED] I hope this email finds you well.

I am a fairly new elected councillor for rugeley and I am trying to help out regarding the more "technical" aspects.

Would you like the opportunity to quote for carrying out servicing/ supplying service contracts?

Regards

[REDACTED]

Sent from [Outlook for iOS](#)

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Kind Regards



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