WATER TREATMENT SERVICE CHECKLIST

Service enquiry readiness

Turn your records into a clear service brief. Tick what is ready; list missing items with an owner and target date. Write "unknown" where details still need confirmation.

01 Prepare the enquiry | 02 Record the assets | 03 Plan the visit

Organisation / site

Prepared by / date

City / emirate / country

Enquiry reference

A Assemble the enquiry

- [ ] State the request: planned service, reported issue, survey or replacement review.
- [ ] List the included systems, locations and asset references on page 2.
- [ ] Gather existing manuals, nameplate images and previous service reports.
- [ ] Record observed issues, dates and any existing report or photo references.
- [ ] Identify the site contact, preferred timing and access restrictions.
- [ ] Ask for itemised scope, exclusions, deliverables and terms before approval.

B Describe the outcome you need

What should the supplier assess, quote or document?

C Close the information gaps

Missing item / question	Owner	Target date

Use existing records and observations; this sheet is for service planning.

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UAE primary coverage. GCC logistics arranged to suit the agreed scope.

WATER TREATMENT SERVICE CHECKLIST

Asset & system records

Use one row per asset or system. Keep the same reference in your attachments and quotation. Copy this page when you need more rows.

Site / enquiry reference

Record owner / date

A Asset register

Ref / location	System / equipment	Make / model	Serial / asset tag

B Record history and outstanding observations

Asset ref	Last service / report ref	Observed issue / date first noted

Attachment names / folder reference:

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Scope & site logistics

Agree what is included, who coordinates access and how additional work will be authorised. Record proposed dates as requests until the supplier confirms them.

01 Prepare the enquiry | 02 Record the assets | 03 Plan the visit

Site / enquiry reference

Site contact / phone

A Define the quotation boundary

Requested work / asset refs	Required report or deliverable

Exclusions, assumptions or questions to resolve

B Coordinate the site

Preferred visit / access window

Rooms / areas available

Entry permits / escort owner

Parking / loading / delivery restrictions

Site preparation coordinator

Extra-work approver / contact

Before you send

Attach the asset register and available records. Specify the delivery location and any GCC travel or logistics needs. Ask the supplier to confirm scope, costs, timing and handover documents in writing.