



HVAC Unit Replacement Form

Please fill out the details below with your new HVAC unit information and send it by email to jennifer.woods@brixmor.com.

Some spaces have multiple units. If replacing an existing unit, please provide existing unit information so we know which unit to update.

Any photos or documents pertaining to the unit should be included in the same email. Only JPG & PNG file types are accepted. Give image files meaningful names.

All fields are required to be filled out. A separate form is required for each unit installed.

I AM SUBMITTING THIS FORM TO REPORT A (CHECK BOX BELOW):

A. New unit that replaced an old unit. Provide existing unit info here:

B. Fire sprinklers and/or thermal detectors must be confirmed as operational (where installed)

C. Smoke detectors must be isolated in the work area, and impairment procedure followed

D. Hose reel provided (run out, under pressure, and at the work site)

01 Name:

02 Email:

03 Property Name and BU #:

04 Tenant Name:

05 Tenant Space Number:

06 Unit Tag (Ex: RTU-01):

07 Model Number:

08 Serial Number:

09 Manufacturer (Ex: York, Trane):

10 Unit Type (Ex: Rooftop, Split, etc.):

11 Tonnage:

12 Refrigerant Type:

13 Charge Amount in Ounces:

14 Installation Date: