

# Wilo – Site Alignment Booking Form (Part A)

Please complete this form and return to [hvac.au@wilo.com](mailto:hvac.au@wilo.com)



|  |
|--|
| Site Name                                |
| Site Address                             |
| Contact Name                             |
| Contact Phone                            |
| Available Date/s<br>& Times <sup>1</sup> |

|                          |
|--------------------------|
| Site induction required? |
| Yes      No              |

|  |
|--|
| Length, available times and details of induction           |
| White Card or other similar requirements (provide details) |

|                             |
|-----------------------------|
| Is there Parking available? |
| Yes      No                 |
| Parking information         |

|                                |
|--------------------------------|
| Plant reference<br>e.g. CHWP-1 |
|--------------------------------|

|   |
|---|
| Is there a clear safe area free of obstructions and inference by other trades? <sup>4</sup> |
| Yes      No   |

|   |
|---|
| Is there power available to the pumps? <sup>2</sup> |
| Yes      No   |

|   |
|---|
| Are the pumps filled with water? <sup>2</sup> |
| Yes      No                                   |

|   |
|---|
| Are the pumps bolted down? <sup>2</sup> |
| Yes      No                             |

|   |
|---|
| Is there strain or pressure on the suction/discharge <sup>3</sup> |
| Yes      No   |

<sup>1</sup> Standard hours for callouts is Monday to Friday 7am to 5pm excluding public holidays. Callouts outside these hours will incur an additional charge.

<sup>2</sup> If response is no please advise when it will be ready. Until all pumps have power, are filled with water and bolted down, the service partner cannot complete the site alignment.

<sup>3</sup> Wilo Australia cannot organise a site alignment if there is strain and/or pressure on the pump on the suction and/or discharge.

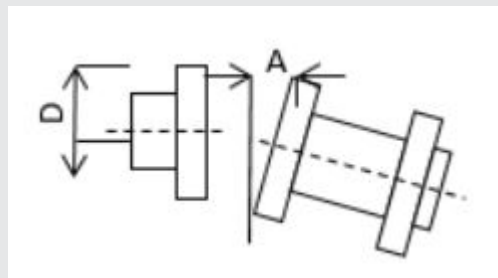
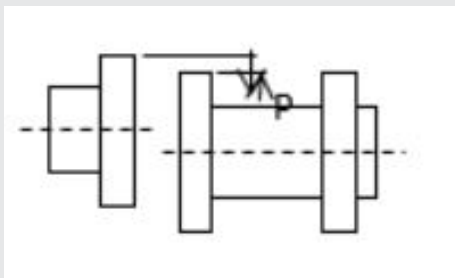
<sup>4</sup> Wilo Australia's service partners cannot complete site alignments in an area they deem unsafe for any reason. This includes interference from other tradespeople and their relevant work. This is for the safety of all parties involved.

**Important note**  
All costs associated with parking and time to complete inductions are not covered by Wilo Australia and will be on forwarded. All costs associated with site related delays will be on forwarded.

|          |           |
|----------|-----------|
| Name     | Date      |
| Position | Signature |

- No responsibility will be accepted for damage caused by faulty alignment.
- Pumps are accurately aligned before dispatch. Misalignment may occur during transit or when bolting base frame down.
- Leveling of pump set by shimming close to foundation bolts is necessary to avoid base plate distortion.
- Make preliminary coupling alignment check.
- Tighten foundation bolts finger tight before grouting. (Not applicable to spring mounted pump sets)
- Pump must not carry any stress from pipework.
- Check alignment of coupling as shown & install with complying coupling guard.
- Do not run pump dry.
- For further information refer to Wilo installation & operating instructions.
- Check for angular alignment at 90° intervals

## Check for axial alignment in horizontal and vertical planes.



Sizing Table

| Size           | 095 | 100 | 110 | 150 | 190 | 225 | 226 | 276 | 280 | 295 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>D</b>       | 54  | 65  | 85  | 96  | 115 | 127 | 137 | 157 | 192 | 237 |
| <b>Amm max</b> | 0.6 | 0.7 | 1.0 | 1.1 | 1.1 | 1.3 | 1.5 | 1.8 | 2.0 | 2.0 |
| <b>Pmm</b>     | 0.3 | 0.3 | 0.3 | 0.3 | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 |

## Overall Pump Details

### Complete Applicable Sections

| Pump Tag No. e.g. CHWP-1 | Pump Model & Description | Pump Serial No. |
|--------------------------|--------------------------|-----------------|
| Tag 1                    |                          |                 |
| Tag 2                    |                          |                 |
| Tag 3                    |                          |                 |
| Tag 4                    |                          |                 |
| Tag 5                    |                          |                 |
| Tag 6                    |                          |                 |
| Tag 7                    |                          |                 |

# Wilo – Service Partner Checklist (Part B)

For Commissioning and for Wilo Inspection and Repair Contract



This form to be completed by Service Partner only

Site Name

Site Address

Contact Name

Contact Phone

Reference No.

Wilo PO No.

Reason for Visit

Pump Alignment

Pump Inspection

Service Call

## Overall Pump Details

Complete Applicable Sections

| Pump Tag No. e.g. CHWP-1 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| <b>Tag 1</b>             |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

| Pump Tag No. e.g. CHWP-2 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| <b>Tag 2</b>             |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

| Pump Tag No. e.g. CHWP-3 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| <b>Tag 3</b>             |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

| Pump Tag No. e.g. CHWP-4 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| <b>Tag 4</b>             |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

| Pump Tag No. e.g. CHWP-5 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| <b>Tag 5</b>             |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

# Wilo – Service Partner Checklist

For Commissioning and for Wilo Inspection and Repair Contract



| Pump Tag No. e.g. CHWP-6 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| Tag 6                    |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

| Pump Tag No. e.g. CHWP-7 | Pump Model & Description |       |       |       | Pump Serial No. |
|--------------------------|--------------------------|-------|-------|-------|-----------------|
| Tag 7                    |                          |       |       |       |                 |
| Voltage / electricity    | 240 V                    | 400 V | Fluid | Water | Glycol %        |

\*Additional pumps? Please attach additional page

## Condition and Function Check for all Pumps

Complete Applicable Sections

|   |     |    |     |
|---|-----|----|-----|
| Check shaft seal for impermeability (sight check)         | Yes | No | N/A |
| Check any leakage in casing / flange connection           | Yes | No | N/A |
| Check pumps are bolted down correctly                     | Yes | No | N/A |
| Check strain on pump at wet end from pipework             | Yes | No | N/A |
| Check pumps are filled with water                         | Yes | No | N/A |
| Check springs are on pump set                             | Yes | No | N/A |
| Check motor's IP rating suitable for plant room condition | Yes | No | N/A |
| Check springs are on pump set                             | Yes | No | N/A |
| Check pump and motor free from transport damage           | Yes | No | N/A |
| Motor terminal box clean and tidy                         | Yes | No | N/A |
| Pump / motor fixing bolts are tightened on base plate     | Yes | No | N/A |
| Photos taken  | Yes | No | N/A |

|          |           |
|----------|-----------|
| Name     | Date      |
| Position | Signature |