Remark:

Item 7.1 Air Balancing Test

1. According to the air balancing calculation or design document provided by the Client, air flow measurement for each diffuser is required and recorded, and the result was verified and signed by our registered engineer. The summary of the measured result will be submitted to the Client for their final adjustment. Please be mentioned that the institute will only focus on the air flow measurement, and all the adjustment of the diffuser should be conducted by the Client themselves.
2. The Client should apply for the measurement through telephone or fax to the institute 7 days in advance.
3. After the submittal of the service Request form, the Institute will communicate with the Client and propose the testing schedule.
4. The Client should arrange the pass for the entry and exit of our technician before the inspection, in order to smooth the whole process.
5. Onsite walk through survey should be arranged before the measurement, and communicate with the Client and propose the testing schedule.
6. Before the test, the Client should switch on and run the HVAC system in advance, in order to smooth the whole process.
7. Client is required to provide safety access and working platform to our engineer, in order to provide the inspection service.
8. If the Client fails to provide the site for the measurement, the admission fee will also be charged if our staffs have already arrived onsite.
9. In General, test report with description will be issued based on the test result, and the test report will be issued within 15 working days after completion of all the service.
10. The measurement results only represent the condition during the measurement.
11. If the test result fails to comply with the testing standard/criteria, the service request form should be applied again and additional fee for additional test/re-test.
12. The institute will issue the invoice before issuing the test report. The Client should settle the invoice before getting the formal report.
13. The Client should inform the institute 7 working days in advance, for the confirmation of testing service. If the Client does not cooperate with the institute for the testing issue, the institute has the right to cancel the test unilaterally.
14. In any postponement, or the cannot performed of partially/ totally service, which is due to factor beyond the control of IDQ, for instance, directly or indirectly caused by any failure of the Client

to comply with its obligations hereunder or any force majeure, IDQ shall not hold any responsibility.

15. IDQ shall keep confidential all information from the Client which is obtained or informed of due to the necessity of providing Services. If it is necessary to disclose, deliver, transfer, copy or disseminate to any third party which could not be predicted in advance, IDQ shall inform the Client in writing and conduct the friendly negotiation. Except in the irresistible cases (such as compulsory measures taken by the court, etc.), IDQ shall not and will not perform the foregoing disclosure of information, without any prior written consent of the Client or the parties having entered into any relevant disclosure agreement in writing.
16. The test method according the operation instruction to process.