

**From:** [BER Information Officer](#)  
**To:** [@BER\\_refurbhall\\_Heaters](#)  
**Cc:** [@BER\\_PLO](#)  
**Subject:** BER Installation of Heaters-Refurbished Halls  
**Date:** Friday, 10 June 2011 2:39:03 PM  
**Attachments:** [Refurbishment Gas Heater Prestart checklist.docx](#)  
**Importance:** High

---

Dear Principal,

As you will be aware, the BER Program Office is currently working on a program of installing flued gas heaters into new BER school halls. As part of this process, we require some additional information from those schools that had refurbishment to their halls.

***If you already have heating in your refurbished hall please disregard this email.***

We would appreciate if you could complete the attached 'Flued Gas Heater Pre-Start Information Checklist' which will assist the BER Program Office in the installation of heaters in your refurbished hall.

Please contact your local Principal liaison Officer if you wish to discuss this matter or seek assistance in the completion of the Information Checklist.

Please return your completed form to [david.hurley11@det.nsw.edu.au](mailto:david.hurley11@det.nsw.edu.au) within **five working days** from receipt of this email or fax back on 9561 1764 marked Attention: David Hurley.

Thank you for your assistance.

**Angus Dawson**  
**BER Program Director**  
**10 June 2011**

## Flued Gas Heater Pre-start Information Checklist

The BER Program Office is currently rolling out a heater installation program for halls. Our records indicate that your hall was refurbished as part of the P21 project. To assist us with finalising this program, we would appreciate if you could provide the following information/confirmation:

<b>Date:</b>	
<b>Name of School and School Code:</b>	
<b>Principal or delegated Executive Member Contact Person:</b>	
<b>School Phone Number:</b>	

Please return to [david.hurley11@det.nsw.edu.au](mailto:david.hurley11@det.nsw.edu.au) within **5 working days** from receipt of this information sheet. You can return electronically by email or fax back to 9561 1764 marked *Attention: Dave Hurley*.

Please call your local Principal Liaison Officer if you require assistance in the completion of this information sheet.

If you wish you can click on the circle provided drag and drop to your answer

	Question	Please circle		Comments
<b>1</b>	Has the hall been handed over?	<input type="radio"/> Yes / No	If no, when is it due to be handed over?	
<b>2</b>	What type of gas currently services the school?	<input type="radio"/> Natural / LPG Tanks/ No gas to school		
<b>3</b>	Does the hall have any existing heating?	<input type="radio"/> Yes / No	If yes, what type (please circle or describe if other): Natural Gas / LPG / Electric / Reverse Cycle Air-Conditioning	<input type="radio"/>
<b>4</b>	Does the hall have evaporative air-cooling?	<input type="radio"/> Yes / No		
<b>5</b>	Does the hall have a ceiling mounted projector?	<input type="radio"/> Yes / No	If yes, please note brand and installer:	

6	Does the hall have a single lighting track above the stage?	<input type="radio"/> Yes / No		
7	Does the hall have multiple lighting tracks above the stage?	<input type="radio"/> Yes / No		
8	Can the heaters be delivered to the hall (by truck delivery) within 15 metres of the hall?	<input type="radio"/> Yes / No	If no, approximately how close can the heaters be delivered to the hall by truck delivery	
9	<b>With the refurbishment of the hall:</b>			
a)	Was the floor area of the hall increased ( i.e. was the building extended)?	Yes / No	<input type="radio"/>	
b)	If yes, by approximately what area was the hall increased by in square metres?	=	m <sup>2</sup>	
c)	Were additional *heaters supplied to heat the extended area of the hall?	Yes / No	<input type="radio"/>	
d)	If there are heaters in the refurbished hall	i) How many heater units are installed? ii) Are the heater units (circle one or describe if other): floor mounted / wall mounted / ceiling mounted <input type="radio"/>		
10	Were <b>ALL</b> the heaters removed from the hall and not replaced?	Yes / No	<input type="radio"/>	
11	What is the approximate height of the hall ceiling at it's highest point?	=	m	

\* The existing heaters may have the capacity to heat the additional space, therefore no additional heating may be required. An assessment will be made with the relevant information provided above.