

REQUEST FOR PICK-UP

For Collections: The awarded HVAC installing contractor is responsible for the removal and replacement of all rooftop equipment illustrated on the project documents and coordinating the pick-up of the existing equipment with Lennox AES Recycling.

Coordination of the pick-up includes providing Lennox AES Recycling with every equipment model number to be picked up 2 weeks prior to the pick-up date. The existing equipment shall be loaded at the job site or an agreed location onto the trailers provided by Lennox AES Recycling within two hours of the scheduled pick-up time. The awarded installing contractor is responsible for all labor and equipment required to load the equipment onto the AES trailers. Loading time for trailers/flatbeds must not exceed four (4) hours. The installing contractor will be responsible for charges if loading times exceed four (4) hours or if number of trailers exceeds the estimate due to incorrect information being provided at the time of quoting.

For ALL projects: The awarded installing contractor is responsible for ensuring all units have all loose accessories removed and/or secured, such as economizers, access doors, and outdoor air hoods. Further, the installing contractor will not load any unit, equipment, or component onto a transport vehicle if such unit, equipment, or component exhibits, or is reasonably suspected of, leaking oil, lubricant, or any other fluid that could pose a hazard or cause damage during transportation.

Contractor will comply with the applicable provisions of EPA Clean Air Act, Title VI, Section 608 and Code of Federal Regulation Title 40, Part 82, and Clean Water Act Section 311, when removing air conditioning or refrigerated equipment units. Contractor will document all removed rooftop equipment units recording their identification numbers, model and serial numbers, the amount of refrigerant recovered from each unit, the date of decommissioning, including the company name and signature of an on-site supervisor. The awarded installing contractor shall continue to provide for all other documentation for new rooftop equipment units installed in accordance with the specifications and required project close-out documents.

Customer name:

Store #:

Pick-up address:

Store City, State:

Requested pick-up date:

Requested pick-up time:

Contact name:

Contact branch #

Contact phone:

Contact email:

Pickup dates must be changed prior to 48 hours of scheduled date. Installing contractor will be responsible for any costs associated with incorrect pickup dates.

This form completed by:

Date:

Refer all inquiries to: Lennox AES Industries LLC Tallassee, AL

ALABAMA - NEVADA - TEXAS - WEST VIRGINIA

Shipping Coordination

334.283.6578

Scheduling@AESrecycle.com

2171 Alabama Hwy 229, Tallassee, AL 36078 // aesrecycle.com // 800.786.0402

MAKE	MODEL	QTY