



# Project Qualification Form

*Prepared by:*

*Date:*

*Customer Name:*

*Project Site:*

*Primary Contact(s) (Name, Phone Number, Email, etc.):*

*Project Description and Scope:*

*Project Deliverable(s):*

*Target Project Completion Date:*

# Information Checklist

*The following is a list of information that may be useful in defining the problem and ultimately providing a comprehensive and effective solution. The purpose of the list is to provide examples of the type of information that is typically needed in order to best serve the customer. Although completion of the list is not mandatory, every attempt should be made to collect as much pertinent information as possible, as allowed by the customer.*



1. Collect any relevant drawings (P&IDs, construction drawings, elevation drawings, schematics, etc.).

2. Collect any relevant system specifications and equipment specifications.

3. Collect any relevant operating procedures and maintenance procedures.

4. Collect any relevant equipment manuals.

5. Make note of any relevant equipment maintenance history or lack thereof.

6. If allowable, obtain photographs of the system, equipment and surrounding area.

7. Collect any other relevant information that may prove useful during the completion of the project.

NOTES:

**COMPLETE AND RETURN TO:**

- [techservice@bete.com](mailto:techservice@bete.com)
- FAX 413-772-6729
- or BETE Technical Services, 50 Greenfield Street, Greenfield, MA 01301