

New Equipment Form

5300 Riverside Drive, Cleveland, OH 44181-0009



City of Cleveland, Department of Port Control (DPC)

Application form to be completed electronically, then submitted via email to:
Cityworks@clevelandairport.com

Applicant Information

Applicant Name:		Date:	
-----------------	--	-------	--

Applicant/Tenant Contact Info		Contractor Contact Info	
Applicant/Tenant		Contractor	
Address		Address	
Phone		Phone	
Email		Email	
Contact		Contact	

New Equipment Details

Location of New Equipment Installation (Include all possible details and attach map(s) to the email):

Brief description of the work being performed:

New Equipment Form

5300 Riverside Drive, Cleveland, OH 44181-0009



Proposed dates of work:	Start		Finish	
Proposed hours of work:	Start		Finish	

Equipment Information – Equipment being INSTALLED

Equipment Type (Air Handler, Pump, Motor, etc.)	
Building	
Level	
Room	
Manufacturer	
Model Number	
Serial Number	
Equipment Purchase Price	
Expected Life Expectancy of Equipment	

Required Documentation – to be added upon completion

Equipment Manual(s)	
Pictures – Installed Equipment	
Warranty Information	