

UCSB SCUBA Equipment Servicing

You have several options for equipment service. Below are the three most common equipment service providers used by UCSB divers along with instructions on how to utilize their services. BCD's, computers, etc also **require an annual inspection**. You can sign up for an upcoming gear inspection through Webdiver.

Steps for Sending Gear to Aqualab

1. Complete SCUBA EQUIPMENT SERVICE SHEET and note "Please call me for CC info" or "PO#..." in the Payment Type Box.
2. Drop off gear attached to service sheet at Marine Lab, Bldg 465 Rm 102. Coordinate with Christoph or Christian for dropoff.

Steps for Sending Gear to Aqualab through MSI

Entering the purchase order into Gateway:

1. Select "non-catalog item"
2. Enter Supplier as "Aqualab" and it will self-populate because they are already in the system
3. Enter "regulator service" and the number of stages in the description of items and use \$50 for each as the cost estimate
4. Submit the PO

Once you have the PO#, drop off gear attached to service sheet at Marine Lab, Bldg 465 Rm 102. Coordinate with Christoph or Christian for dropoff.

Costs: Estimated cost is \$40-\$50 per stage (labor & parts).

Steps for Mailing Gear to Monterey Bay Diving on your own

1. Complete SCUBA EQUIPMENT SERVICE SHEET and note "Please call me for CC info".
2. Pack gear needing service plus SERVICE REQUEST SHEET.
3. Attach mailing label.
4. Mail via FEDEX, UPS or USPS.

Steps for Mailing Gear to Monterey Bay Diving through MSI

Entering the purchase order into Gateway:

1. Select "non-catalog item"
2. Enter Supplier as "Monterey Bay Diving" and it will self-populate because they are already in the system
3. Enter "regulator service" and the number of stages in the description of items and use \$50 for each as the cost estimate
4. Submit the PO

Entering the shipping purchase order in gateway:

1. Select "Fedex Shipping Form"
2. Enter the shipping address and info for Monterey Bay Diving
3. Please add phone number 831-642-9966 and email info@montereybaydiving.com to your info sheet.
4. At the bottom of the form, enter quantity 2 and estimated cost \$20 (purchasing will include a return shipping label in the box when they send it)
5. Submit the PO

Provide a safe shipping box to send your regulator, but do not seal the box closed because purchasing needs to include your filled out service form and a return shipping label.

Costs: Estimated cost is \$40-\$50 per stage (labor & parts).

From:

To:

**Monterey Bay Diving
625 California Ave Unit C
Sand City, CA 93955**

Steps for Taking Gear to Aquatics Dive Shop

1. Complete SCUBA EQUIPMENT SERVICE SHEET and note "Please call me for CC info" or "PO#..." in the Payment Type Box.
2. Drop off gear with service sheet at Aquatics Dive Shop, 5822 Hollister Ave, Goleta, CA 93117

Empty dashed box for additional information or notes.

SCUBA Equipment

Service Record Sheet for UCSB Dive Safety

Invoice #: _____

Customer Name and Institution: _____ Address: _____ _____ Phone # and Email Address: _____ Date Received: _____	Purchase Order #: _____ Credit Card Type: _____ Credit Card #: _____ Expiration Date: _____															
Regulator Type and Serial Number: 1st Stage: _____ SN: _____ 2nd Stage: _____ SN: _____ Octopus: _____ SN: _____ Other: _____ SN: _____ BCD: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">To be serviced</td> <td style="text-align: center; border-bottom: 1px solid black;">Service Completed</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Missing Plugs?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	To be serviced	Service Completed		<input type="checkbox"/>	<input type="checkbox"/>	Missing Plugs?	<input type="checkbox"/>	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
To be serviced	Service Completed															
<input type="checkbox"/>	<input type="checkbox"/>	Missing Plugs?														
<input type="checkbox"/>	<input type="checkbox"/>	Yes No														
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															

1st Stage IP: _____	Within Manufactures Spec's	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inhalation Effort of 2nd Stage: _____	Within Manufactures Spec's	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inhalation Effort of Octo: _____	Within Manufactures Spec's	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inhalation Effort of Other: _____	Within Manufactures Spec's	Yes <input type="checkbox"/>	No <input type="checkbox"/>

BCD: _____

Serviced On: _____

Serviced By: _____

Signature(s): _____

Technician Notes:

Initial IP: _____ Pressure Gauge Accurate? _____ Battery Check: _____ Services Q. D's: _____

Initial Cracking Pressure Primary: _____ Octo: _____ Other: _____

Additional Information: _____

Kits: _____

Ran on Breathing Machine for _____ Minutes	Additional Parts
Water (leak) Test Pass: Y / N	_____
Replaced all Hoses/Port Plug O-rings Y / N	_____
Serviced H.P. Spool Y / N	_____

Post-Service Check:	
Gauges	<input type="checkbox"/>
Hoses	<input type="checkbox"/>
Leaking	<input type="checkbox"/>
Number Accurate	<input type="checkbox"/>
Mouth Piece	<input type="checkbox"/>
Shrader/BC Valve	<input type="checkbox"/>

Initials: _____

Divers: Submit Service Sheet to Dive Safety Program after service is complete and sign up for a gear inspection required for your additional gear (BC, computer, etc)