

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	AIR-CONDITIONING UNIT(ACU) MAINTENANCE SERVICES MANUAL	Class Code: D
	Chapter 8: Others	Reference Code: OM-ACU-8.0
Revision Number: 00		
Date: Effective Nov. 20, 2018		
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A. Record Keeping and Documentation

1. Maintenance or retention of documents pertaining to ACU maintenance services shall be in accordance with the approved policies and procedures of the corporation on records retention.
2. There shall be an Equipment Maintenance Card for each ACU. The Equipment Maintenance Card shall serve as the system history and would be the basis in the diagnosis of abnormal conditions that will happen in the future.
3. Two (2) copies of the Equipment Maintenance Card shall be filled-out by the AC Technician after each servicing and countersigned by the Branch or client's authorized representative. One (1) copy shall be safe kept by the branch/client representative and one (1) copy shall be filed by LBRDC.
4. Immediately after completion of the required cleaning and/or preventive maintenance services, LBRDC shall submit the monthly service report and discuss with the branch head or authorized representative/s of the client. Said monthly service report shall include the work completed as well as the recommendation for repair/replacement of any parts, if necessary.
5. All documents pertaining to the ACU maintenance services such as but not limited to the following shall be filed by the Account Officer:
 - 5.1 Service Report/ Call Report
 - 5.2 Maintenance Schedule
 - 5.3 Monthly Inventory Report
 - 5.4 Duplicate copies of official receipts/sales invoices
 - 5.5 Billings

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B. Environmental Responsibility

1. LBRDC shall take account of its environmental impact in the way it operates its ACU maintenance business. It shall comply with relevant environmental legislation, regulations, and codes of practice.
2. Chemicals used in cleaning/servicing the ACU shall have a Material Safety Data Sheet (MSDS).
3. LBRDC shall manage and dispose of all wastes in a responsible manner in compliance with Environmental Management System (EMS) policy.
4. Refrigerant recovery machine and appropriate gas tanks/containers shall be used to recover and prevent the escape of the ozone depleting refrigerant in the atmosphere.