

 <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
		Reference Code:
		OM-ACU-5.0
	Chapter 5: Work Schedule	Revision Number:
		00
		Date: Effective
		Nov. 20, 2018
		Page 1 of 2

A. General Guidelines

1. LBRDC shall submit a monthly preventive maintenance schedule indicating the branch/office to be visited, the date and time of the visit, the activities to be undertaken, and the names of workers who will undertake the job. The customer/end-user shall prepare and provide LBRDC the necessary building work permit, pass out, etc. at least two (2) days prior to the scheduled date of visit.
2. Schedule of maintenance/servicing works shall vary per branch/client and shall be subject to agreement between LBRDC and the branch/client.
3. In coming up with the schedule of service maintenance, the branches/clients shall be clustered based on proximity, number of AC units to be serviced, and estimated service hours per ACU type and capacity.

B. Procedures

1. Preparation of Monthly Preventive Maintenance Schedule

- | | | |
|-----------------|-----|---|
| Account Officer | 1.1 | Prepares the schedule of maintenance/servicing works for the succeeding month. The Monthly Preventive Maintenance Schedule shall include the branches that will be visited, the date and time, the activities to be undertaken, and name of the assigned technicians/service personnel. |
| | 1.2 | Submits the schedule to the PMMS Dept. Head not later than the 25 th day of the month. |
| Department Head | 1.3 | Reviews, approves, and signs the schedule. |

2. Distribution of Schedule

- | | |
|-----|--|
| 1.4 | Forwards schedule to the Account Officer for distribution. |
|-----|--|

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>AIR-CONDITIONING UNIT (ACU) MAINTENANCE SERVICES MANUAL</p>	<p>Class Code: D</p>
		<p>Reference Code:</p>
		<p>OM-ACU-5.0</p>
	<p>Chapter 5: Work Schedule</p>	<p>Revision Number:</p>
		<p>00</p>
		<p>Date: Effective</p>
<p>Nov. 20, 2018</p>		
		<p>Page 2 of 2</p>

- Account Officer 1.5 Prepares two (2) copies of the schedule and provides the following:
- Original copy – Group Head’s Offices (to be submitted not later than the 25th of the month)
 - 1st copy – ACU Leadman and Technicians
 - 2nd copy – PMMS Department’s file
- 1.6 Confirms schedule of maintenance works/ visit at least two (2) working days in advance to the Branch head or its authorized representative to prepare the building work permits, pass outs, etc.
- 1.7 Confirms schedule to the ACU Supervisor and Technicians