

 <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-6.0</p>
	<p>Chapter 6: Servicing Procedure</p>	<p>Revision Number:</p>
		<p>00</p>
		<p>Date: Effective</p>
<p>Nov. 20, 2018</p>		
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A. General Guidelines

1. LBRDC should ensure that all AC units to be covered under the preventive maintenance agreement are in satisfactory working condition. Any unit found in need of repair upon initial inspection will be reported to the branch/ client immediately with a written estimate stating cost of repairs.
2. LBRDC shall ensure health, safety and welfare of all its ACU technicians and other workers. The Supervisor shall ensure that the ACU service personnel arrive on site with mandatory safety apparel or Personal Protective Equipment (PPE) necessary for the job to be done (i.e., gloves, rubber boots, masks, safety eyewear and appropriate clothing).
3. All work in progress which may present a hazard to people or machinery, shall have adequate guards, fencing, and warnings.
4. To prevent damages to properties of the branch/client, the ACU services personnel shall exercise extreme caution and be responsible during the cleaning, preventive maintenance, repair activities.
5. The Technicians shall ensure that all equipment, furniture, and fixtures adjacent to the AC unit to be cleaned/ serviced shall have protective covering. The ACU services personnel shall clean the affected area immediately after each work/activity.
6. Warranty shall not cover parts or labor when unit failure is due to misuse, abuse, neglect, accident, cleaning or servicing by non-LBRDC personnel.
7. LBRDC shall not assume any responsibility or liability on the damage incurred by the unit or any of its parts during the conduct of repair brought about by old age of the unit and/or any other causes not attributable to the fault or negligence of LBRDC including but not restricted to acts of God, war, terrorism, acts of government, fire, theft, corrosion, floods, or malicious mischief.

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B. Procedures

1. Preventive Maintenance Works

ACU
Technicians/
Personnel

- 1.1 Reviews service record or Equipment Maintenance Record before any service is done on the ACU.
- 1.2 Turns on ACU and performs preliminary checking viz: noise, vibration, temperature.
- 1.3 Lays tarpaulin or canvas on the cleaning area and puts protective covering on nearby equipment, furniture or fixture, if any.
- 1.4 Performs general cleaning and preventive maintenance works of the ACUs based on established scope of works.
- 1.5 Conducts test run of the ACU.
- 1.6 Cleans the affected area after maintenance works.
- 1.7 Accomplishes Service Report.
- 1.8 Discusses the Service Report and provides copy to the Branch authorized personnel.
- 1.9 Updates and signs two copies of the Equipment Maintenance Records (Copy 1 – Branch/Client, Copy 2 – LBRDC).

Branch or
client's
authorized
representative

- 1.10 Countersigns the Equipment Maintenance Record

Branch or
client's
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- 1.11 Safe keeps Equipment Maintenance Record

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and ACU Supervisor

2. On-call Requests/ Emergency Repairs

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| Account Officer | 1.1 | Receives call or notice re: request of branch/client for ACU check-up/repair. |
| | 1.2 | Coordinates with the ACU Supervisor and assigns ACU Technicians to conduct check-up/repair. |
| ACU Supervisor | 1.3 | Assigns ACU Technician to conduct check-up of the AC unit |
| ACU Technician | 1.4 | Inspects and assesses condition of reported defective unit. |
| | 1.5 | Accomplishes Service Report with list of supplies/ replacement parts needed for the repair job. |
| | 1.6 | Submits Service Report stating the scope of works required to the authorized branch representative. |
| | 1.7 | Requests the Procurement Unit to canvass the cost of supplies/replacement parts needed for the repair job. |
| | 1.8 | Prepares estimate for the repair job upon receipt of costs from the Procurement Unit and prepares the Request for Quotation. |
| ACU Supervisor & Department Head | 1.9 | Reviews the Request for Quotation and signs the estimates for the repair job. |
| Account Officer | 1.10 | Prepares quotation/offer letter. |
| Department Head | 1.11 | Initials the quotation/offer letter. |

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| <p>President &
CEO</p> | <p>1.12 Signs/approves the quotation/offer letter.</p> |
| <p>ACU Technician</p> | <p>1.13 Submits estimates to the branch/client representative.</p> |
| <p>Branch
authorized
representative</p> | <p>1.14 Evaluates/approves estimates for the repair job.</p> |
| <p>ACU Technician</p> | <p>1.15 After receipt of approval, coordinates with branch representative the schedule of repair work.</p> |
| | <p>1.16 Conducts repair works and replaces the damaged spare parts.</p> |
| | <p>1.17 Turn-over the damaged spare parts and other waste materials to the Branch/Client.</p> |
| | <p>1.18 Prepares Service Report.</p> |