

**SCOPE OF WORKS**  
**CLEANING AND PREVENTIVE MAINTENANCE OF ACU**

1. Quarterly scheduled check-up and standard preventive maintenance of the air conditioning units describe on the attached list of equipment. ✓
2. Greasing/lubricating of bearing and other rotating parts of the equipment
3. General cleaning of evaporator and condenser coil, blower wheel, propeller blade, drain pan, drain pump and cabinet assembly using pressure washer and vacuum cleaner
4. Check-up of controls, compressor motors and fan motor including electrical components, retightening of electrical terminals, if needed.
5. Testing for leaks on mechanical pipe and coil assembly of the unit.
6. Check-up electrical power supply such as voltage, load currents and all electrical terminals and control wiring of the equipment.
7. Check the pressure of the compressor and refrigerant on the system.
8. Inspect drain line, pump and drain pan and conduct drain declogging , if needed.
9. Submit test sheets/data such as, voltage, amperes, pressure for the gas coolant, temperature, room temperature. (Gathering of data is based on before and after the PMS).
10. Submit detail report on the work done for each unit, including any findings and recommendation
11. Submit proposal for repair works not covered by PMS contract.
12. Attend to emergency call for checkup and repair of the subject air condition units.

Excluded in the contract are the following:

1. Cost of labour and supervision for major repairs, recharging, system re-process, overhauling, repainting & rehabilitation jobs undertaken in the shop.
2. Major repairs shall include:
  - Rewinding & repair or replacement of compressor motor, pump motor, fan motor.
  - Repair or replacement of spare parts, evaporator, condenser, refrigerant, piping system.
  - Repair or replacement of chassis, panel fan blade etc.
  - System reprocess of refrigerant and piping system.
3. Cost of spare parts used in the repair.
4. Cost of consumable items such as refrigerant, nitrogen & oxy-acetylene gases welding rods, wires and cables.
5. Re-piping of existing refrigerant line and drain lines.
6. Any additional work not mentioned in scope of maintenance shall be billed separately.

Prepared By

  
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