1. WINDOW A/C UNIT CONTROL SYSTEM

NEW UNITS: Upon receipt, all new window units will be logged in by the A/C shop Foreman and verified by the Maintenance Manager or the Maintenance Manager with the following information.

Vendor Name ______________ PO# ________  PO Date________________________
Purchase Price $ _____________________  Work Order _____________________
Initial Intended Use (Bldg. & Room #) ________________________________________
Engineering and Facilities Number ____________________ Brand Name _______________________
Serial Number ______________________ A/C BTU ______________________
Model # ____________________________ Heat BTU ______________________
MUSC Number _________________________ Power ______________________

EXISTING USED UNITS

Inventory existing window units in place with as much of the above information logged in as practical (I.E. building name and room number, Engineering and Facilities number, brand name, serial number, etc.).

RECORD CONTROL

It is the responsibility of the A/C shop foreman to keep a spiral notebook with a separate form for each unit. A copy of the form is to be maintained by the Assistant Maintenance Manager.

ENGINEERING AND FACILITIES NUMBER

All units, new and used, will have a Engineering and Facilities number engraved on the front of the unit, which is easily visible after removing the front plastic face of the unit. New units shall be engraved and logged in on the day of receipt.

A program has been initiated to engrave the Engineering and Facilities number on existing units in place. In areas such as the ICU’s, speak with the head nurse, or equivalent, and ask if the engraver noise may be permitted long enough to engrave the number.

The Engineering and Facilities number will be a three digit number (001,002,003…).

UNIT REMOVAL

When a window unit is pulled and brought to the shop for repairs, the A/C Shop Foreman or the Assistant Foreman shall note the following information in his notebook: a very brief explanation of when, why, mechanics name, where the unit is to be returned (building and room number) and date of removal.