

Schedule Title : Terminal Units - Fan Coil

Schedule Ref : 59-06

Schedule Type : Core

Schedule Date : 05 Aug 2015

Schedule Version : 2.0.0

Unit of Measure : Nr

TASK FREQUENCIES (SERVICE TIMINGS)												
6M (25 mins)			12M (15 mins)									
1	2	3	4	5	6	7	8	9	10	11		

ANNUAL TIMING (MINUTES)
65

SCHEDULE INTRODUCTIONS
<p>The term Terminal Units covers those items of equipment relating to the ingress of ventilating or conditioned air into the working environment. Operationally their effectiveness may be impaired by the build up of dust and related deposits, whilst visually, dirt will arise from the atmosphere.</p> <p>In a dirty environment it may be necessary to increase the frequency of maintenance above that recommended in this specification.</p> <p>Detailed maintenance of the associated controls is covered in Controls (SFG 14).</p> <p>Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.</p>

SCHEDULE TASKS					
Display Order	Item	FQ	Action	Notes	Skilling
1	Status	6M	Switch off and isolate.	Electrical isolation should be carried out in accordance with HSE Guidance. Where units are ceiling mounted, cover any office machinery/equipment situated below unit being serviced.	Mechanical
2	Condensate drain connection and pump	6M	Check connection is clear. Ensure condensate lift pump is operational and able to discharge condensate to the drainage pipework.	The check should also ensure that the condensate drainage pipework has the correct fall to allow water to flow to the drainage stack	Mechanical
3	Permanent filters	6M	Clean and refit, ensuring proper location.	See Filters (SFG 21-02) with regard to safety instructions.	Mechanical
4	Disposable type filters	6M	Replace, ensuring proper location.	See Filters (SFG 21-02) with regard to safety and disposal procedures.	Mechanical
5	Test unit	6M	Restore power supply and run unit. Check airflow is normal at correct speed setting.		Mechanical
6	Casing	6M	Clean.	Where units are above false	Mechanical

Display Order	Item	FQ	Action	Notes	Skilling
				ceilings ensure that tiles are not left in a stained condition.	
7	Chilled water/LPHW control valves	6M	Check functioning.	For detailed maintenance see Valves (SFG 62).	Mechanical
8	Ductwork flexible couplings (if fitted)	12M	Check condition. Repair/refix any ductwork to the spigots as necessary.		Mechanical
9	Grilles and diffusers	12M	Clean using vacuum or alternatively, remove and clean.	Care should be taken to avoid damage to diffuser ceiling lights or ceiling.	Mechanical
10	Strainers	12M	Inspect and clean strainers as necessary.	Report any build up of sludge/filing to the client.	Mechanical
11	Thermostats	12M	Check operation by moving set point. Restore to original setting.	For detailed maintenance see Switches (SFG 58-01).	Mechanical