Method Statement

For The Maintenance of the

Split A/C Units

At

46-56 Earlham Street London MS ID CC49REDBULL

Scope of Works

Maintenance to Split A/C Units

Personnel

Name	Sign & Date	Contact Number
Mark Lowton	15/07/2018	07534 139813
Alex Baldwin		07534 139850
Nick Taylor		07506 758179
Liam Perry		07455 285703
Richard Morgan		07852 539124

Site Overview

This building, which will offer 38,000 sq ft of prime office space, was once a Victorian brewery and a stationer's warehouse.

The building was listed in 2002 as it is considered to be of national importance as a rare survival of an industrial warehouse in central London. It was given Grade II status. It comprises six floors and has a 3,000 sq. ft roof terrace with panoramic views across London.

Engineers are to sign in at the security desk, there is also a register for keys required.

The roof plantroom is located at the top of the main staircase fist door on your right as you enter the first door off the staircase. The roof also holds the AHU equipment and AC condensers.

The Basement Plant area house the cold-water booster set, water tank, UV units, Extract unit. The plantroom is located from Shelton Street through Black double doors, keys will be required from security. The Basement also holds the electrical intake room.

Sequence of Work

54-02 SPLIT SYSTEMS – air-cooled with direct expansion evaporator (DX), with gas, hot water or electric heaters

These are primarily two units with either integral or remote air-cooled condensers working with direct expansion coolers, primarily for room air conditioning applications. The frequency of servicing or cleaning will depend upon the working environment and the amount of usage.

ITEM	FREQ.	ACTION	NOTES
<u>Cooling</u> 1. Compressor.	6m	Check for undue noise or vibration. Check discharge and suction pressure and check superheat under full load condition.	
2. Compressor suction.	6m	Check for symptoms of 'wet' operation or excessive superheat.	
3. Refrigerant.			
a) Charge.	6m	Check level in receiver and/or liquid line sight glass.	Note: Any significant shortfall or frequent topping up may indicate leakage and should be reported to client.

b) leaks	6m	Test accessible parts of system.	Pay particular attention to bolted and flare connected joints, sight glass glands and any pressure relief valve vent to atmosphere. **Note: any removed refrigerant (CFC) must be recovered and not released to atmosphere.** Only a REFCOM registered engineer should work on this equipment.
4. Condenser and evaporator fins.	6m	Check for damage and/or dust accumulation. Clean as necessary.	**Do not use CFC's (refrigerant) for cleaning tubes** use dry nitrogen or compressed air. Sterilisation may be required.
5. Fans and motors and damper drive motors (if fitted).	6m	Check bearings and lubricate as necessary. Inspect and check on fan guard covers and inspection plates.	Where appropriate check drive belts for condition and tension. Adjust or replace as necessary. Ensure that all bolts, screws etc. are in place and tight. (See also MOTORS)
6. Evaporator and drains, dip tray and pump.	6m	Check and clean. Check condensate drain is clear and clean.	Sterilisation may be required.

7. Compressor capacity control and unloaded start valves (if fitted).	6m	Check for correct operation. Check motor current against commissioning data.	Compressor unload on start should reduce and increase capacity on demand.
8. Refrigerant pipework.	6m	Check for vibration and rectify any loose or inadequate support/fixing.	All pipework joints should be brazed or welded. To prevent internal scaling use dry, oxygen free nitrogen (OFN) during the jointing process.
9. Filters.	6m	Check condition and replace as necessary.	
10. Insulation.	6m	Check condition. Repair and reseal as necessary.	

11. General cleanliness.	6m	Clean surfaces of compressor and components of condensing unit.	Remove any dirt or rubbish from vicinity of plant
12. Electrical.	6m	Check for damage to flexible conduits. Tighten all terminal connections. Isolate local control panel and inspect for signs of overheating. Check integrity of electrical insulation.	If main fuse carrier connections to compressors show any discoloration they must be changed Pay particular attention to contactors and terminals including all thermistor controls in compressor terminal box.
13. System operation.	6m	Confirm that it is in accordance with design parameters.	i.e. Start/stops and capacity regulators should be in accordance with externally applied control systems if applicable.
<u>Heating.</u>			
1. Gas Fired.	6m	See relevant BURNER section.	
2. Hot water supply.	6m	See relevant HEAT EMITTER section. Check for leaks. Check anti-freeze protection on heating coil.	