

Method Statement

For

**Maintenance of ceiling mounted
Terminal Units**

At

**Google
5th floor
40 Bernard Street
London**

MS ID CC33

Scope of Works

Maintenance of ceiling mounted Terminal Units on the 1st & 2nd February 2019

Personnel

Name	Company	Contact Number
Kerry Mansfield	1 st Choice Facilities Services	07908 285008
Mark Lowton	1 st Choice Facilities Services	07534 139813
Jason Hill	1 st Choice Facilities Services	07950 878727

Site Overview

40 Bernard Street is located opposite Russell Square tube station, the building has 5 floors with the 5th floor having a wraparound terrace. Engineers must enter site at the 40 Bernard Street reception, engineers must sign in at reception then enter the lift up to the 5th floor.

Engineer must sign in to the Google front desk reception

Sequence of Work

59-06 TERMINAL UNITS - FAN COIL

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 cigarette smoke and dirt in the atmosphere. In a dirty environment it may be necessary to increase the frequency of maintenance above that recommended in this specification. For detailed maintenance of associated equipment see [CONTROLS](#).

ITEM	FREQ.	ACTION	NOTES
1. Status.	6m	Switch off and isolate.	Electrical isolation should be carried out in accordance with HASAWA and Electricity at Work Regulations. Where units are ceiling mounted, cover any office machinery/equipment situated below unit being serviced.
2. Pipework and Valves.	12m	Check Pipework and valve connections	
	6m	Remove air entry filter, inspect coil block for dirt and clean as necessary.	Depending upon the environment, coil block air entry filter may need more frequent cleaning. Agree frequency with client.
3. Condensate drain connection.	6m	Check connection is clear.	
4. Permanent filters.	6m	Clean and refit, ensuring proper location.	See FILTERS regarding safety instructions.
5. Disposable type filters.	6m	Replace ensuring proper location.	See FILTERS with regard to safety and disposal procedures.
6. Test unit.	6m	Restore power supply and run unit. Check airflow is normal at correct speed setting.	
7. Casing.	6m	Clean.	Where units are above false

			ceilings ensure that tiles are not left in a stained condition.
8. Ductwork flexible couplings (if fitted).	12m	Check condition.	
9. Grilles and diffusers.	6m	Clean using vacuum or alternatively remove and clean.	Care should be taken to avoid damage to diffuser ceiling lights or ceiling.
10. Actuators / Controls	12M	Function test unit to test correct operation of valves and controls	Results to be logged on service sheets