

API SERVICE GUIDE

Air Conditioning Maintenance

- A/C Filter must be changed quarterly by the customer. Customer will be responsible for any damages or service calls as a result of not changing the filter per the required schedule. In dusty environments the filters will need to be replaced more often.
- HVAC coils will need to be cleaned & flushed by a trained professional annually.

How to Change the HVAC Filter

- Turn off power at main panel box.
- Remove service door (front panel).
- Slide out old filter and dispose.
- Slide in new filter with arrow up.
- Replace service door.
- Turn power on at main panel box.

Air Conditioner Not Working

- Verify correct voltage is hooked up to the unit, 220 volts required for units of 1-1/2 ton or greater.
- Check circuit breakers & HVAC breaker located on the service side panel.
- Check HVAC disconnect panel located next to the HVAC.
- Check ceiling diffusers & damper.

Before Requesting a HVAC Service Call

- Check thermostat to ensure time & date is programmed properly.
- Check to ensure thermostat is set to "auto" mode.
- Check to ensure batteries work inside thermostat.

Electrical

All electrical connections / disconnections to be completed, inspected, or any troubleshooting of electrical problems by a qualified licensed electrician.

- Check to ensure proper power is connected. 220 volts with the proper size wire for units that have a HVAC of 1-1/2 ton or greater.

- Check to ensure the main breaker is on at the panel
- To reset a breaker, switch off completely and then back on again.
- Check light bulbs. Replace any burnt out bulbs. (Customer Responsibility)
- Check GFI receptacles and reset if tripped.
- If a breaker continues tripping check to see if there are too many electrical cords plugged into the same receptacle and drawing too many amps from appliances causing an overloaded circuit.

Hot Water Heater

- Hot water heater must be filled with water before electricity is turned on-this will prevent damage to the heating element.
- If hot water is not operating once filled, check the on/off switch on the heater and check the breaker in the electrical panel box.

Customer Responsibilities

- Provide the required level of 220 volts (for units that have an HVAC of 1-1/2 ton or greater), single phase electrical service to the building.
- Ensure all electrical connections / disconnections are completed & inspected by a qualified licensed electrician.
- Utilities-Connection and disconnection of all utilities is the customer's responsibility. Customer responsible for removing all low voltage wiring or the like add-ons installed by customer and/or subcontractor.
- Flooring-Please keep carpets clean and stain free. Protect floors with proper protective floor mats from rolling chairs.
- Walls-Do not penetrate with nails. No tape or other adhesive fasteners.

- Exterior siding & trim – Do not penetrate or damage any exterior siding panels or trim.
- Repairs related to clogged urinals or toilets due to blockage, overflow, debris, or misuse are not covered by api. Contact a licensed plumber for service.
- HVAC Filter – Cleaning and replacing filters are required. Failure to keep the filters clean will result in coil freeze ups and other malfunctions of the system. Any such financial damage/repairs will be the responsibility of the customer.
- Building Modifications – No modifications are allowed.
- Cleaning upon return – Modular building should be cleaned, broom swept, all contents removed.

What's Not Covered by the Lease Agreement?

- HVAC Filters
- HVAC Coil Cleaning
- Light Bulbs
- Janitorial Service
- Damages due to neglect, theft, vandalism, extreme weather, accident, improper maintenance, acts of God, damage caused by a third party or failure to report a water leak.



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