

Service Guide

Helpful Hints

We feel privileged to have the opportunity to serve your portable classroom and modular building needs. We take great pride in being there for you when you need us, and strive to provide you with exceptional care. At **Mobile Modular**, it is more than taking another order - it is about providing you with the solutions you require for your space needs. If at any time we are not meeting your expectations, please call us at **(800) 944-3442**, and one of our customer service representatives will be happy to help you.

The following information is to help make your experience with **Mobile Modular** the best it can be, and to promote our vision to be **"Your Project, Our Commitment"**.

What's your part?

Dear Facilities Dept, you are responsible for:

- General flooring care: Please keep carpets clean and free of stains. Protect floors from rolling chair damage by using proper protective floor mats. Consumption of food and beverage is not recommended inside the unit.
- Do not penetrate or damage the exterior high rib aluminum panels or exterior trim.
- Any adjustments to the set of the building, steps, or ramps that may be needed due to the settlement of the ground surface (*relocation of the building must be approved by Mobile Modular*).
- Providing the required level of 230v, three wires, single-phase electrical service and hook-up.
- Water and sewer connections: Make sure the installer cleans and flushes the lines of all foreign debris before connecting to the building. (*If the building includes a restroom or any other type of water system, it is important that the hot water heater is filled before power connection is made*).
- Protecting water lines from freezing by providing heat tape or tubing insulation.
- Completing an on site physical inspection of the unit to confirm its condition at the time of delivery.
- Cleaning/replacing heating and HVAC filters every 3 months is required (*failure to keep the filters clean will result in coil freeze ups and other malfunctions of the system*).
- Flushing and cleaning the HVAC condenser coil annually. Additional charges may be assessed for Equipment that is returned with dirty diffusers and air ducts. Failure to change the interior and exterior filter on the unit on a regular basis may result in severe damage to the Equipment. The filter size for the CampusMaker® Hybrid® is 16x30x1. The filter size for other buildings is 16x30x1. Filter size for 12x40 commercial office buildings, 12x30 restroom buildings, and 12x42 restroom buildings is 16x25x1.
- Reporting any signs of water leakage (*i.e. stained ceiling tiles, broken windows, soft areas on floor below windows and/or doors, etc.*).
- Protecting walls from damage by not using tape or other adhesive fasteners (*tacks are permitted*). Lessor allows for 2 penetrations in the top right rear wall above the ceiling grid. Access to the panel box is already provided. Existing utility holes must be used first. More than 2 penetrations will result in major repairs to the Equipment, and this cost will be passed on to the Lessee.
- Getting prior approval from **Mobile Modular** before any building modifications are made.

Instructions Prior to Returning the Building

Clean-Up: Our pick-up and delivery fees do not include, the removal of custom stairs, ramps, fences, or like add-ons, construction debris, landscaping or any other obstructions around or under the building. Steps and hitch must be clear of obstructions.

The building should be cleaned, broom swept, items on walls removed, and the site cleared of obstructions at time of pick-up.

Utilities: The building must be disconnected from the utilities and the water system drained. The customer is responsible for sign-up, shut-down and the cost of all utilities associated with building use. The customer is responsible for removing all low voltage wiring, or like add-ons installed by customer and/or their subcontractors.

Service charges will be applied if the building is not returned in the same clean, serviceable condition as it was when delivered.

Keys: If keys are not returned with the building, the Lessee will be assessed a re-keying charge. If locksets are altered and not re-keyed to their original key provided upon delivery, charges will be assessed.

Troubleshooting

The following trouble shooting instructions are to help you provide proper care for this modular building, and to avoid charges for unnecessary service calls.

Electrical

Electrical service connections should be installed by a qualified electrician. Troubleshooting of the electrical system by untrained personnel should be limited to checking that equipment is plugged in, the light bulbs are working and that the circuit breakers are not tripped.

The lights don't work...

- Is the unit hooked up to 230 volts with proper size wire?
- Was the electricity hooked up by a qualified electrician?
- Is the main breaker on at the breaker panel? Certain types of breakers appear to be on but actually are off. To reset, switch fully off and then back on again.

Some lights come on, some do not...

- Check all switches. Check bulbs, which may have loosened in transit. If bulbs are burned out, replace (*customer responsibility*). If bulbs are in good condition and still don't work, please call your local **Mobile Modular** branch for service.

Getting Started

Your lease includes service calls by **Mobile Modular** and its authorized subcontractors for repairs resulting from routine wear and tear of the building and equipment. Your lease does not include charges for any service performed by other vendors or individuals.

The following is NOT covered by your lease agreement: janitorial services, HVAC filters, HVAC coil cleaning, light bulbs or damages caused by theft or vandalism, negligence, by extreme weather, accident, improper maintenance, failure to report water leaks, or acts of God.

All fluorescent lights are flickering...

- Light ballasts are cold: flickering usually stops after a few minutes.

In one of the light fixtures, both bulbs are flickering...

- Change one bulb at a time by removing and installing new bulb. If it does not fix the problem, please call your local **Mobile Modular** branch for service.

No power in one of the receptacles...

- Check the GFI receptacles and reset if tripped.
- Check circuit breakers at panel box. If breakers are on and there is still no power, please call your local **Mobile Modular** branch for service.

Breaker keeps tripping in one of the receptacles...

- Are there too many cords plugged into the same receptacle and/or drawing too many amps from appliances causing an overload in the circuit?

Remember – to operate the building properly, it must be grounded.

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 heater is not operating once filled, check on/off switch on the heater and check the breaker in the electrical panel box.

Air Conditioning

- All A/C filters must be changed quarterly. The customer will be responsible for any damages or service calls as a result of not changing the filter per the required schedule.
- HVAC coils will need to be cleaned and flushed at least one time per year. (*In dusty or dirty environments, the coils and filters will need to be cleaned more often*).

Air conditioner does not operate...

- Is the voltage correct (230 volts) and hooked up properly?
- Are there loose wires visible?
- Check circuit breakers and HVAC breaker located on the service side panel.
- Check HVAC disconnect panel located next to the HVAC.

A/C is running, but no air is coming out of diffusers...

- Open ceiling diffusers and/or dampers.
- Make sure there are no obstructions in the air louvers or grilles.
- Make sure the filter is clean.

Instructions for Changing Interior A/C Filter:

- Open air return grille.
- Remove old filter and dispose of properly.
- Replace new filter (*arrow in*).
- Replace service door.
- HVAC Filter Size _____

Instructions for Changing Exterior A/C Filter:

- Turn off power at main panel box.
- Remove service door (*center panel*).
- Slide old filter out and dispose of properly.
- Slide new filter in (*arrow up*).
- Replace service door.
- Turn on power at main panel box.
- HVAC Filter Size _____

Instructions for Cleaning Coils and Outside Air Filter:

- Turn off power at main panel box.
- Remove service panels.
- Wash evaporator and condenser coils with approved coil cleaner.
- Acceptable Brand: *CalClean or Equivalent*
- Remove and clean the outside air filter.
- Brush and vacuum ERV wheels and air box.
- Replace service panels.

Before requesting an HVAC service call:

- Make sure the time and day are programmed correctly on the thermostat.
- Make sure the thermostat is in "Auto" mode.
- Make sure the user has entered a suitable program. (*Thermostat operating manual available upon request*.)
- Make sure the set point is correct on the thermostat and humidity controller if applicable.
- Make sure the thermostat is unobstructed and clear of all heat generating appliances.

Repair of Leaks:

It is not uncommon for leaks to occur on a modular when recently delivered or relocated. A dry surface is required to properly seal leaks. Lessor will do its utmost to seal any leaks in a timely manner once weather permits. Lessee is responsible for reporting leaks to Lessor in a timely manner to ensure appropriate resolution of the issue and to prevent further damage caused by delayed repair.

Questions? Call us at (863) 965-3700 or Toll Free at (800) 944-3442

Mobile Modular Management Corporation
www.mobilemodular.com

