

MAINTENANCE CHECKLIST FOR MODULAR BUILDINGS

Below are regular maintenance items to be completed by your staff.

Following these guidelines will minimize service calls and equipment problems and help keep your modular building in great condition.

1. NOTICE: PRIOR TO TURNING ON ELECTRICAL, LET WATER RUN THRU WATER HEATER
2. Change filters on HVAC units at least once a month, more frequently if the building is located in a particularly dirty environment
3. Never block a return air register and clean dirty ducts as needed
4. Report leaks of all types, plumbing or rainwater, immediately to your modular building dealer.
5. If a leak occurs:
 - a. Remove water spillage immediately
 - b. Immediately dry wet carpet and other materials using appropriate methods
 - c. Depending on the severity of the leak, dehumidifiers may be required to ensure dryness and prevent the growth of mold
6. Inspect roof periodically and take the following precautions:
 - a. Clear roof of all debris, especially sharp items such as nails, screws stones, and tree branches
 - b. Clean debris from, and unclog all gutters
 - c. Inspect roofing for visible tears or cracks, loose or missing shingles
 - d. Inspect roof caulking for cracks
 - e. Remove snow to prevent leaks
 - f. If any tears, leaks, or cracks are found, contact your modular building dealer for instructions and to arrange repairs
7. Maintain adequate storm water drainage away from the building and ensure that no water is allowed to pond beneath it
8. Maintain floor coverings in good, safe, serviceable condition
 - a. Mop vinyl covered floors but don't saturate VCT with water
 - b. Strip, seal and wax vinyl tile floor covering at least once a year
 - c. Trim carpet snags/ravels to prevent carpet damage
 - d. Do not use tape on carpet to seal rips or frayed or loose seams
9. Perform additional routine maintenance:
 - a. Replace batteries in smoke detectors/emergency exit lights an absolute minimum of once a year, more frequently if required to keep them in proper operating condition
 - b. Replace fluorescent lamps, incandescent bulbs or other lighting as needed
 - c. Check rain diverters, caulking over doors and windows. Re-caulk as needed. If rain diverters do not keep blowing rain from penetrating doors, canopies over doors may be required
 - d. Caulk siding materials and window frames as needed to prevent water penetration
 - e. Operate air conditioning equipment in hot weather during evenings, weekends and holidays to maintain reasonable temperature and humidity level in the building and lubricate the equipment. Use programmable thermostats to save energy
 - f. Ensure skirting vents are not blocked at any time
 - g. Do not remove inspection/data labels from walls, doors, windows and electrical panels