

LESSEE'S PREVENTATIVE MAINTENANCE REQUIREMENTS



WEEKLY	MONTHLY	QUARTERLY
<ul style="list-style-type: none"> • General cleaning • Vacuum carpets • Mop Floors (damp mop only, do not soak floors) • Clean and sanitize restrooms • Clean and sanitize kitchens • Inspect for damage after all storms 	<ul style="list-style-type: none"> • Change HVAC filters • Clean and wax floors • Inspect and adjust doors, windows, and locks • Clean all hard surfaces thoroughly 	<ul style="list-style-type: none"> • HVAC Preventative Maintenance Service <ul style="list-style-type: none"> ◦ by a licensed mechanical contractor to include systems check, coil cleaning, filter change, thermostat adjustments • Clear leaves and any other items or debris from around HVAC units • Have carpets professionally cleaned
ANNUALLY- INTERIOR		
<ul style="list-style-type: none"> • Drain hot water heater and remove any sediment build up • Check pipes, faucets, hoses, toilets and plumbing fixtures for leaks • Test smoke alarms, fire extinguishers, exit signs and emergency lights • Test all ground-fault circuit interrupters (GFCI) • Inspect tile floors for loose or cracked tiles • Clean all walls • Inspect door operation, door hardware and trim 		
ANNUALLY- EXTERIOR		
<ul style="list-style-type: none"> • Clear debris out of window wells, storm drains, gutters, downspouts and downspout extenders • Inspect gutters for signs of sagging, disconnection or damage and confirm down-spout extenders are firmly attached • Trim tree limbs and shrubs that are overgrown around building(s) • Clean and inspect all window and door screens • Check caulking around all windows, doors, matelines and seams • Check weather stripping on windows and doors for fit and condition • Test all ground-fault interrupters (GFI) receptacles • Check painted areas for damages • Inspect roof for damages including curled, lose or missing shingles or seams lifting • Inspect roof curbs, pipe penetration and exhaust fan caps for damage including curled, loose or damaged flashing material • Inspect vents and louvers to ensure they are clear and operating properly • Inspect and clean all screens on vents and louvers • Inspect door operation and locks • Check grading around unit to ensure proper water drainage • Check under building and foundation walls for any water or dampness • Check decks, steps, ramps for damage • Check skirting for damage 		

NOTE: Please inform VESTA of all identified damages and required repairs. If you have questions or need assistance with service or maintenance, please reach out to a local certified professional or VESTA's Service Department at **817-MODULAR** or submit an online service request at www.VESTAmodular.com/service. Thank you.



IMPORTANT POINTS TO REMEMBER

- Your lease **includes** service by VESTA Modular and its authorized subcontractors for mechanical or structural failures resulting from routine wear and tear of the building and equipment (not including HVAC filters and light bulbs/ballasts).
- Your lease **does not include** charges for any service performed by other vendors or individuals without prior written approval from VESTA Modular.
- Your lease **does not include** janitorial services, service charges to repair damages or failures caused by improper or inadequate electrical service, theft and vandalism, physical damage caused by accident, negligence, extreme weather or Acts of God.
- Before making any repairs, you must receive written authorization from VESTA Modular in order to be reimbursed for work that you do to the building.
- Modifications to the building require prior written approval from VESTA Modular.
- Relocation of any building must be pre-approved by VESTA Modular.
- Water heater breaker has to be turned **off** before connecting power to the building.
- Verify that fire/smoke dampers (if installed) are open prior to starting up HVAC units.
- The customer is responsible for re-leveling of the building and/or adjustments to the building and doors that may be needed due to settlement of the ground surface.
- The customer is responsible for frozen water piping.

PRIOR TO RETURNING YOUR BUILDING

****An additional sheet will be sent before building removal**

- The building should be returned in the same shape or better than when received.
- Please broom sweep and or vacuum floors.
- VESTA has not charged a cleaning deposit. A \$250 per module charge will apply to remove trash, clean floor etc.
- Our tear down and return fees only cover items that were leased and do not include removal of obstructions, construction debris, custom stairs and ramps, fences, landscaping plumbing piping and other equipment not leased, unless pre-arranged.
- All data, communication and fire alarm fixtures and wiring, if applicable, must be removed.
- VESTA Modular is not responsible for customer's furniture, equipment or materials left in the building. Remove before vacating building or charges may apply.
- Please leave all keys inside the building and leave doors unlocked. Doors with locksets and no keys will have locks replaced and you will be charged \$75/lockset.
- Building must be accessible by standard delivery truck.

TROUBLE SHOOTING - ELECTRICAL SYSTEMS

- General
 - Use only qualified electricians for service work.
 - **Make sure water heater breaker is turned off before turning on power to the building.**
 - Generators are **NOT** suggested due to voltage spikes.
 - For building to operate properly it must be grounded.
- All lights do not work
 - Is the unit properly hooked up to 220 volts with proper size wire?
 - Check to see if all the breakers are on, including the main breaker (certain types of breakers appear to be on but may not be tripped completely. Switch fully off and then on again).



- Some lights come on some do not
 - Are all breakers on including the main (certain types of breakers appear to be on but are not. Flip breakers off and on again).
 - Check that all switches are on. If bulbs are burned out, replace (customer's responsibility).
 - If bulbs are in good condition and still don't work, call for service.
- All fluorescent lights are flickering
 - Light ballast 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. If this does not work, call for service.
- Emergency or exit light does not illuminate
 - Change bulbs and check battery backup.
- Occupancy sensors
 - Can be disabled, call service for instructions.
- No power in one of the receptacles
 - Check the GFCI receptacle(s) and reset, if tripped.
 - Check breakers. If on and there is still no power, call service.
- Breaker keeps tripping on one of the receptacles
 - Are there too many cords or devices plugged in the same receptacle causing an overload in the circuit?

TROUBLE SHOOTING - HOT WATER HEATER

- General
 - Hot water heater must be filled with water before turning on water heater electrical breaker or damage to the water heater element may occur.
 - Make sure and insulate water lines on the exterior and below the building.
- No Hot Water
 - Tank type heaters: Check on/off switch and breaker in electrical panel.
 - On demand heaters: Check breakers first, do not replace sink aerator with a higher flow volume as it will cause the heater to malfunction and reduce hot water temperature.
 - If breaker is on call for service.

TROUBLE SHOOTING - HVAC (GENERAL)

- General:
 - **Change air filters on a Monthly Basis**, or more frequently under extreme conditions.
 - **Quarterly HVAC Preventative Maintenance Service by a licensed mechanical contractor** to include systems check, coil cleaning, filter change, thermostat adjustments
 - Water dripping outside under air conditioner is normal especially in hot humid weather
- INSTRUCTIONS FOR CHANGING FILTER on Typical Wall Hung HVAC Unit:
 - **NOTE: each wall mount HVAC system should only have ONE filter, either in the unit or in the return air grill.**
 - Filter Change Instructions are typically located on the side of the HVAC unit
 - Turn thermostat off
 - Turn off safety breaker/disconnect switch, located on front of building near A/C unit and/or circuit breaker in panel



- Remove center service door after removing screws
- Slide out old filter
- Slide in new filter arrow up
- Turn on disconnect switch/breaker and thermostat
- INSTRUCTIONS FOR CHANGING FILTER in a Return Air Grill (if installed):
 - **NOTE: each wall mount HVAC system should only have ONE filter, either in the unit or in the return air grill.**
 - Unscrew the return air grill in the plenum wall and replace filter
- HVAC unit is not meeting temperature setpoint as expected
 - Is thermostat set at a reasonable temperature, too low and the unit may freeze up.
 - Are you operating the thermostat correctly? Is it programmed correctly for day/time/temperature setting?
 - Where applicable, thermostat should be set to the Fan–Auto Position (not Fan-On)
 - The room may have been very cold/hot when the HVAC was first turned on. Allow time to adjust to temperature set point.
 - If the room is extremely cold, you can set the thermostat to emergency heat (if applicable) temporarily to bring it up to temperature faster.
 - An exterior door or window is opened continuously; this causes outside air to affect HVAC operation.
 - Fresh air dampers may be set to allow too much fresh air/humidity in the system.
 - Is there enough clearance around HVAC to prevent restricted air flow.
- HVAC is running but no air is circulating
 - Check that filter is clean and not clogged.
 - Check that air diffusers are fully open.
 - Make sure return air grills are not covered
 - Make sure fire/smoke dampers are open (if installed)
- Other HVAC Issues:
 - Was the building properly hooked up to the correct electrical voltage?
 - Check HVAC breaker(s) in electrical panel box.
 - CENTRAL HVAC
 - Check HVAC internal breaker (located behind the access panel on the inside of the unit, not all units have this switch).
 - Check safety breaker/disconnect located adjacent HVAC unit.
 - CO2 Sensor (if installed)
 - Verify that the CO2 sensor is not locked
 - THROUGH-WALL HVAC
 - Turn knob to adjust temperature set point.
 - Remove thermostat batteries and allow several minutes to reset, then replace batteries.
 - Follow program sequence on thermostat (if programmable), directions usually under cover. If not call service and one will be sent to you, note the thermostat model number.

NOTE: Any problems or symptoms beyond the scope of this guide should be handled by a VESTA Modular service technician or approved subcontractor.

For service please call: **1-817-MODULAR**

Or submit a request online: www.VESTAm modular.com/service