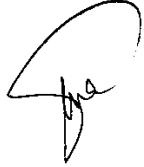



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Prepared by:  Name: Mohamad Sukarno bin Mohamad Din Position: Senior Technician, Maintenance Facilities & Security	Approved by:  Name: Lau Hwi Sung Position: Manager, Maintenance Facilities & Security
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	26/07/18	Establishment	00	Manager, MFS
2	08/08/22	Review the whole contents	01	Manager, MFS
3	19/07/24	Review whole content; - Combine SOP for P10 & P11	02	Manager, MFS
4	01/10/24	Review the whole content; - Change the title of SOP - Revise 3.0 References - Revise process flow chart & table descriptions	03	Manager, MFS

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1.0 OBJECTIVE

To ensure the aircond system operate as required.

2.0 SCOPE

The scope applies for aircond system in UTS.

3.0 REFERENCES

Operational & Maintenance Manual (Air-Conditioning & Mechanical Ventilation System)

4.0 DEFINITIONS / ABBREVIATIONS

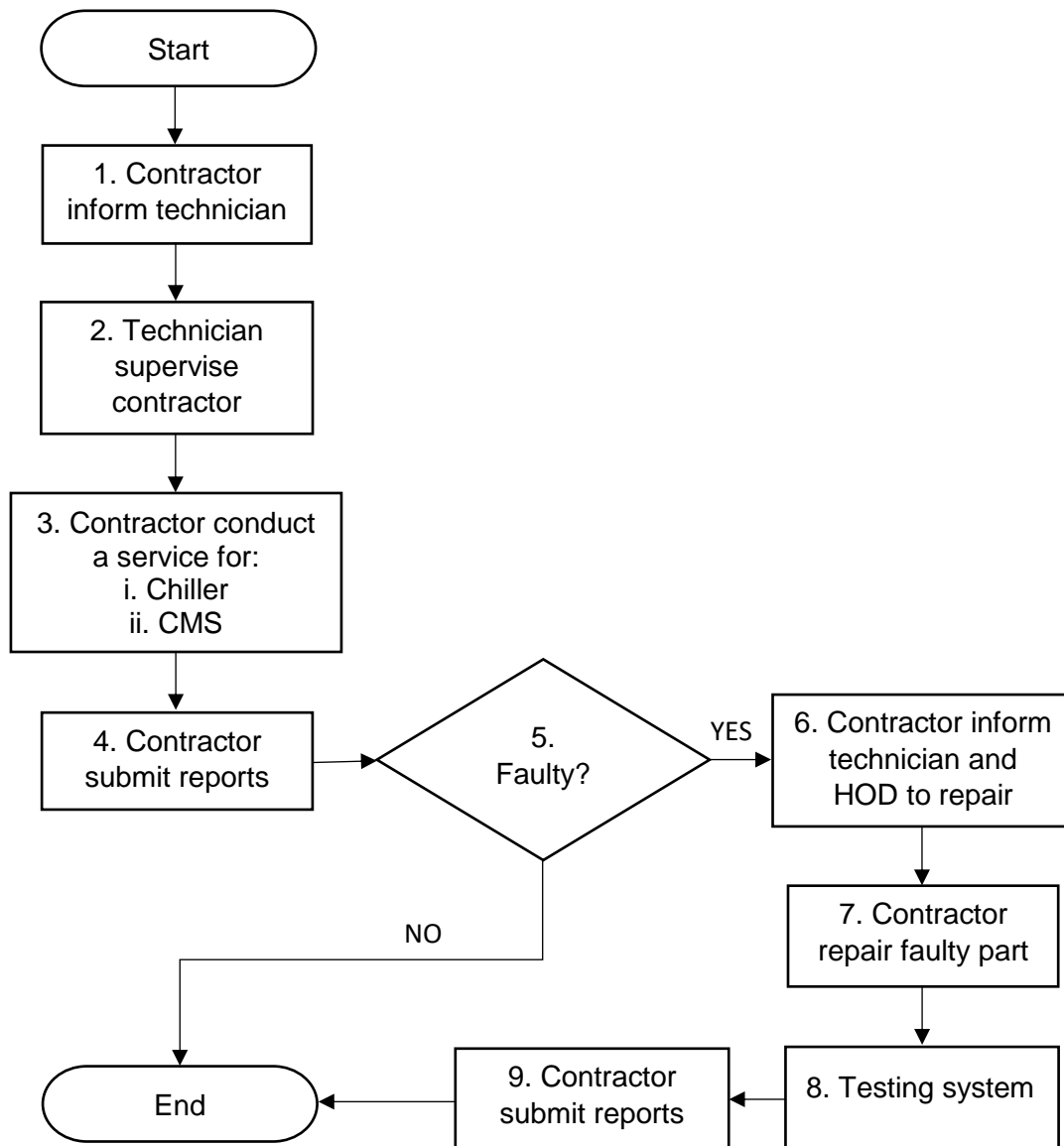
UTS	:	University of Technology Sarawak
VFD	:	Variable Frequency Drive
HOD	:	Head of Department
CMS	:	Chiller Manager System
DDC	:	Direct Digital Control

5.0 RESPONSIBILITY

- 5.1 Head of Department is responsible to follow and adhere to this SOP.
- 5.2 Maintenance technician is responsible to ensure the system is working properly.
- 5.3 The contractor is responsible to ensure the all aircond systems operate properly.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Contractor will inform technician to arrange the date when to conduct maintenance service.	Contractor	Service Chit
2	Maintenance technician will supervise the contractor during maintenance service.	Technician	Nil
3	The contractor will do the service for: <ul style="list-style-type: none"> i. Chiller <ul style="list-style-type: none"> - check and record chiller operating data - check and ensure the chiller safety switch control systems - inspect the unit mounted control and VFD panel - check the lubrication system and oil level - conduct simple leak test on the chiller exterior with system pressure - provide technical advice to customer on current chiller operating condition ii. CMS <ul style="list-style-type: none"> - Check workstation - Check CMS software - Check DDC controller and filed device 	Contractor	Service Chit
4	Contractor submits report to technician to review.	Contractor	Service Chit
5	Maintenance technician will check for any faulty. If yes, proceed to step No. 6. If no, process end.	Technician	Nil
6	Contractor inform technician and HOD faulty part.	Contractor	Nil
7	Contractor repair faulty part.	Contractor	Nil
8	Contractor perform testing after repair and technician will supervise to make sure all system is functional.	Contractor & Technician	Nil
9	Contractor submits complete reports to technician. Process end.	Contractor	Nil

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8.0 RECORDS

No	Title / Records	Location/Responsibility	Retention Period
1	Service Chit	Maintenance Office/Technician	2 years