



SERVICE GUIDE

Requirements

Electrical

All units have a main power panel that is stubbed out through the bottom of the unit. Each is pre-wired, eliminating the need for any internal wiring. The main breaker in 8'-wide office trailers will require a 60-amp service with a voltage of 220. The main breaker in 10'- and 12'-wide office trailers will require a 100-amp service with a voltage of 220. A certified electrician is required to connect electricity. The customer is responsible for any damages incurred.

If all of the lights do not work...

- * Is the unit hooked up to 220 volts with proper size wire?
- * Did a qualified electrician hook up the electricity?
- * Is the main breaker on at the breaker panel?

Note: Certain types of breakers appear to be on but actually are off. Switch fully off and then on again.

If some lights come on, while others do not...

- * Check all switches. If bulbs are burned out, replace (customer's responsibility). If bulbs are in good condition and still aren't working, call for service.

If all the fluorescent lights are flickering...

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

If both bulbs are flickering in one of the light fixtures...

- * Change one bulb at a time by removing and installing a new bulb. Make sure you install a new lamp. If that does not solve the problem, call for service.

If there isn't power in one of the receptacles...

- * Check the GFI receptacle.
- * Reset if tripped.
- * Check breaker at panel box. If the breaker is on and there is still no power, call for service.

If a breaker keeps tripping in one of the receptacles...

- * Are there too many cords plugged into the same receptacle causing an overload in the circuit?

Remember: To operate building properly, it must be grounded.

Plumbing

All units have a water supply and sewer line stubbed out through the bottom of the unit. We provide stub out only, no "T's" or harnesses. The water supply line is 3/4" and the sewer line is 3".

Hot water heater

The hot water heater must be filled with water before electricity is turned on! If it is not operating once filled, check on/off switch on the heater or check the breaker in the electrical panel box.

Air conditioner

Air conditioning filters must be changed every 30 days. The customer will be responsible for any damages as a result of not changing the filters once a month.

If the central air conditioner (mounted on the front of the building) does not work...

- * Is the voltage correct (220 Volts)?
- * Is the hookup done properly?
- * Are there loose wires?
- * Check the circuit breaker at the panel box.
- * Check the safety switch located outside, adjacent to the A/C.
- * Check fuses in the safety switch box.

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

- * Open ceiling diffusers and/or registers.
- * Make sure there are no obstructions in the air louvers or grilles (located on front wall inside).
- * Make sure the filter is clean.

When changing the A/C filter...

- * Turn thermostat to off position
- * Turn off power at the main panel box
- * Remove service door (center panel) located on front of building
- * Slide old filter out
- * Slide new filter in (arrow up)
- * Replace service door
- * Turn on power at main panel box
- * Turn on thermostat and set as desired



WATER DRIPPING OUTSIDE IS NORMAL, ESPECIALLY IN VERY HOT AND HUMID WEATHER CONDITIONS

Room air conditioner (roof mount or through wall)

- * If the air conditioner does not operate...
- * Is the voltage correct (220 Volts)?
- * Is the hookup done properly?
- * Is the circuit breaker tripped?

If the air conditioner is not cooling as it should...

- * Are you operating the thermostat correctly?
- * The temperature control may not be set low enough.
- * Turn knob to lower setting.
- * The room may have been very hot when A/C was first turned on; allow additional time for it to cool down.

Cold weather

During the winter months, do not disconnect heat (electric) from the unit until plumbing has been drained. If not drained, the pipes will freeze and then burst.

Heat pump

Some buildings are equipped with heat pumps. Unlike a gas furnace, which makes a lot of hot air, a heat pump takes a while to warm up. It's best to let the heater run all night at a lower temperature instead of turning it off completely. This will also prevent freeze-up.

Important Points to Remember

- * Your lease includes service calls by Tri-Boro Trailer for repairs and maintenance resulting from routine wear and tear of the building and equipment (not including A/C filters, fuses, and light bulbs). Your lease does not include charges for any service performed by other vendors or individuals.
- * Your lease does not include janitorial services, service charges to repair damages or failures caused by improper or inadequate electrical service, fire extinguishers, theft and vandalism, physical damage caused by accident, negligence, extreme weather or acts of God.
- * The customer is responsible for any re-leveling of the building and/or adjustments to the building that may be needed due to settlement of the ground surface.
- * Place chair mats under rolling chairs to eliminate excessive wear to floor to avoid charges upon return of building.

- * Modifications to the trailer require prior Tri-Boro Trailer written approval.
- * Relocation of any trailer must be done by Tri-Boro Trailer.

Damages and Maintenance

You will receive an invoice for cleaning, and damage repair following the pick-up of your mobile office unit.

Common damages

- * Removal of signs and notices attached to the interior or exterior.
- * Removal of tape from the interior walls (tape may damage paneling).
- * Holes in floor, interior/exterior walls.
- * Damaged floor tile replacement.
- * Replacement keys because keys are not returned.
- * Replacement of damaged woodwork, trim and siding.
- * Replacement of severely damaged exterior doors.
- * Repair of HVAC filter because filter is not replaced monthly.

Prior to Returning Your Trailer

- * Please return keys with the building or you will be subject to a charge to replace the entire lockset.
- * Please broom sweep the building prior to return. Tri-Boro has not charged a cleaning deposit.
- * Our take down and return fees do not include removal of obstructions, construction debris, skirting, tie downs, custom stairs and ramps, fences, landscaping and other equipment, unless pre-arranged. Have the building cleared of items so that additional charges will not be applied.
- * Tri-Boro is not responsible for customer's furniture, equipment or materials left in the trailer. Remove before vacating the trailer or charges will apply to dispose of these items, including trash.