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1.0 Product Affected

All Blast Resistant and SiteBox offices

2.0 Serial Numbers

N/A

3.0 Reason for Procedure

To ensure the quality of the products delivered to our customers are of the highest standard.

4.0 Description

This work instruction will completely cover the off rent service checklist to accomplish a consistent and high quality product is delivered to our customers and help eliminate initial startup service calls.

5.0 Forms

F-057: Off Rent Inspection Checklist  
RedGuard Fall Protection Procedure #42

6.0 Time on Task (Total Hours)


Basic Off Rent Service – 4.5hrs

7.0 PPE (Personal Protective Equipment)

- Hard Hat (If Overhead Work Being Done)
- Gloves (Cut Resistant)
- Steel Toe Shoes
- Safety Glasses
- Safety Goggles
- Chemical Resistant Gloves
- Dust Mask
- Full Body Harness
- Double Self Retracting Lanyard (100% Tie Off)
- Horizontal Lifeline

8.0 Tools Needed


- 20 KW Generator or 220V 60Amp Power Source
- iPhone or iPad for BOSS Access and Pictures
- #2 Phillips Screwdriver
- Flat Head Screwdriver
- Terminal Flat Screwdriver

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- Security Bit Set
- 1/8" Terminal Block Flat Head Screwdriver
- Allen Wrenches SAE & Metric
- 36" Pry Bar
- Grease Gun W/Needle and Greasert adapter
- Impact Driver W/ #2 bit, #3 bit, 5/16 bit
- 1/2" Socket Adapter
- 3/4" X 1/2" Drive Impact Socket
- Nut Driver Set 3/16" thru 1/2"
- Condenser Coil Brush
- Foxtail Brush
- Data Cable Tester
- Receptacle Tester
- Temperature Gun
- Air Compressor W/ 24" Blowgun Nozzle
- Multi-Meter
- Floor Scrubbing Machine
- Mop Bucket
- Mop Handle
- Multi-tool W/ Flat scraper blade
- Brad Nail Gun
- 3" Husky 6 in 1-3" Width Painters Scraper

#### 9.0 Materials Supplies & Parts Needed

- Stride Neutral Cleaner (Floor Scrubber)
- 409 Degreaser (Walls)
- Lacquer Thinner (Removal of Duct Tape or Other Hard to Remove Substances)
- No Rinse Condenser Coil Cleaner
- Clear Silicone Caulk
- Brilliant White Silicone Caulk
- 1" Brad Nails
- Mop Heads
- Terry Towels


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10.0 Procedure

Use form F-057 REV 04 to complete off rent service.

10.1 Tech, Date, Site & Building Info


- 10.1.1 Fill in BOSS service ticket number.
- 10.1.2 Fill in tech name, date and facility name where work is occurring.
- 10.1.3 Fill in building number, building model, HVAC model and serial number.
- 10.1.4 If the item on checklist is okay and functional circle (G) for good. If the item needs to be repaired circle (R) for repaired. If the Item doesn't apply circle (N/A) for not applicable.
- 10.1.5 Inspect building for damage. If damage is found send an email to [damagedasset@redguard.com](mailto:damagedasset@redguard.com)
- 10.1.6 Make sure to include the unit number, detailed description of the damage, and pictures of the damage.

 <b>REDGUARD</b> 877-522-6948	<b>Off Rent Inspection Checklist</b>				<b>Boss Service Tag #:</b>	
	Tech:				Date:	
	Facility Name:					
	Building #:				Model:	
	HVAC Model #:			HVAC Serial #:		
<b>Use this checklist for all BR and SB Offices</b>			Email Building damage to: <a href="mailto:damagedasset@redguard.com">damagedasset@redguard.com</a>			
Checklist Items: circle one (G - Good, R - Repaired, N/A Not Applicable)			Include building #, detailed description of damage and pictures.			

10.2 Exterior

- 10.2.1 Check for Damage
- 10.2.2 Check Paint Condition
- 10.2.3 Check Roof for Holes
- 10.2.4 Check HVAC Casing
- 10.2.5 Check that all signage present and correctly placed
- 10.2.6 Report paint needs immediately to lead
- 10.2.7 Document Missing Items in BOSS


Exterior - Appearance/Signage	Initials	
Checked for damage		G R N/A
Needs - Paint / Power Wash/ None ? (Circle One)		G R N/A
Proper RedGuard Signage		G R N/A
Proper signage (Blast Rating: _____ PSI )		G R N/A
Bar codes on power end/interior (2)		G R N/A
Visible roof damage/holes/rust		G R N/A
Tape, Decals Removed From Ext.		G R N/A
All Access Tubes Have End Caps/Plugs		G R N/A
A/C grills(PTAC) In Place And Damage Free		G R N/A
Casing(BARD) In Place And Damage Free		G R N/A

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10.3 Electrical

- 10.3.1 System is single phase, minimum 208V 60Amps
- 10.3.2 If using a generator, 20KW minimum required
- 10.3.3 Open both the breaker panel and the HVAC control panel (if equipped)
- 10.3.4 Turn off all breakers in both panels
- 10.3.5 Check all HVAC terminal block connections inside and out and make sure set screws are snug, do not over tighten.
- 10.3.6 Look for any evidence of burnt wiring in HVAC panels
- 10.3.7 Make connection to power supply
- 10.3.8 Reinstall cover on breaker panel and close HVAC controls panel
- 10.3.9 Plug in unit to power source
- 10.3.10 Turn on main breaker
- 10.3.11 **At this time leave breaker off in HVAC control panel and breaker panel, Class 1 Div.2 disconnect switch and 24v cutoff switch (If equipped)**
- 10.3.12 Turn on remaining breakers one by one
- 10.3.13 Test light switches, check bulbs.
- 10.3.14 If present, test motion detector function
- 10.3.15 Test exterior lighting function. If present, check function of timers and photocells (daylight sensors)
- 10.3.16 Inspect and check all receptacles, including PTAC receptacles, exterior receptacles and function of GFIs.
- 10.3.17 Inspect and test function of Class 1 Div. 2 Exterior cutoff switch and 24 V cutoff switch on HVAC exterior.
- 10.3.18 Test data and communications ports.
- 10.3.19 Make repairs as necessary

Electrical/Lighting/Comm.	Initials	
Ballast		G R N/A
Overhead Lights secure, tested		G R N/A
Test switches, inside and outside		G R N/A
Communication outlets secure, tested		G R N/A
Receptacle voltage/polarity confirmed		G R N/A
Electrical outlets/switches secure, tested		G R N/A
Power cord inspection		G R N/A
Test GFI		G R N/A
<b>All Receptacles Checked for Damage</b>		G R N/A
Electrical Panel secured, breakers tested		G R N/A
Interior access tube louvers installed		G R N/A

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### 10.3 HVAC

#### 10.3.1 PTAC

- 10.3.1.1 Test GFCI plug breaker operation, replace cord if failure
- 10.3.1.2 Make sure HVAC breakers are turned off
- 10.3.1.3 Check receptacle and GFCI plug for evidence of overheating (replace and repair if damage present)
- 10.3.1.4 Remove catcher's mitt bars w/ 3/4" impact socket
- 10.3.1.5 Inspect catcher's mitt pads for damage. Replace if necessary
- 10.3.1.6 Remove and clean filters w/ foxtail brush
- 10.3.1.7 Remove front cover from PTAC and clean
- 10.3.1.8 Blow dust out of condenser coils with compressed air (goggles and dust mask recommended)
- 10.3.1.9 If condenser coils have a lot of buildup, spray with condenser coil cleaner (per directions on can)
- 10.3.1.10 Clean condenser fins with brush making sure not to damage coil fins
- 10.3.1.11 Reinstall front cover, filters, and catcher's mitt bars (do not over tighten)
- 10.3.1.12 Test function of PTAC. Heat and cool. Record max temps on checklist


#### 10.3.2 Bard (RedBuilt, Climate Control, Safe Air)

- 10.3.2.1 Check exterior casing for damage (notify lead, start building damage report)
- 10.3.2.2 If not already done, turn off main HVAC breaker in breaker panel, turn off breaker in HVAC control panel, turn off exterior Class 1 Div. 2 disconnect, turn off exterior 12v disconnect
- 10.3.2.3 Remove top panel on exterior of unit and blow dust out of condenser coils with compressed air (goggles and dust mask recommended)
- 10.3.2.4 If condenser coils have a lot of buildup spray with condenser coil cleaner (per directions on can)
- 10.3.2.5 Clean condenser fins with brush making sure not to damage coil fins
- 10.3.2.6 Replace top cover of unit
- 10.3.2.7 Remove side access panel cover and check connections at terminal block (tug on wires and make sure screws are snug, do not over tighten)
- 10.3.2.8 Open return air register, remove filter and clean out return air box.
- 10.3.2.9 Clean return air register grates and install new air filter, close air return
- 10.3.2.10 Open HVAC control panel and look for any evidence of overheating (if damage present note on report and take pictures) repair as necessary.
- 10.3.2.11 Check all connections in control panel and wires on terminal blocks inside and outside (tug on wires and make sure screws are snug, do not over tighten)
- 10.3.2.12 Set thermostat to off and fan to auto, turn on breaker in HVAC panel, turn on exterior Class1 Div.2 disconnect, turn on exterior 24v disconnect
- 10.3.2.13 With HVAC panel closed, turn on main supply breaker in breaker panel

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- 10.3.2.14 Open HVAC panel and check voltage monitor for green LED, if red blinking LED present, turn off breaker in HVAC panel, measure incoming voltage across the top two posts on the main breaker and adjust voltage monitor for correct voltage. Turn on breaker and check for green LED.
- 10.3.2.15 Test function of HVAC, fan, heat and cool functions. Record max temps on checklist.
  - 10.3.2.15.1 Turn fan setting from auto to on to check function of fan only.
  - 10.3.2.15.2 Turn fan setting back to auto, set to heat and adjust thermostat to call for heat. Allow to run for a couple of minutes and take temperature measurement ant first register and record on checklist. (90 degrees or higher)
  - 10.3.2.15.3 With fan setting still on auto, set thermostat to off and allow unit to completely cycle off.
  - 10.3.2.15.4 Set thermostat to cool and adjust thermostat accordingly. Allow to run for a couple of minutes and take temperature measurement at first register and record on checklist. (45 degrees or lower)


HVAC	Initials	
Filters Changed/Cleaned PTAC		G R N/A
All Connections Checked (No Burnt Wiring, Screws Snug)		G R N/A
Terminal block connections inside and out checked		G R N/A
Coils Cleaned/Damage Free		G R N/A
PTAC Cord Breakers Tested		G R N/A
Mitt Pads in good shape (PTAC)		G R N/A
Quiet fan/wall fans clean, operational		G R N/A
Thermostat working properly(Check Batteries)		G R N/A
Tops of A/Cs cleaned, mitt pads in place (PTAC)		G R N/A
Interior access tube louvers installed		G R N/A
Test Heat And Cool (H- deg./ C- deg.)		G R N/A

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#### 10.4 BLAST DOOR

- 10.4.1 **\*Before Making Any Adjustments to Door, Grease Hinges First.\***
- 10.4.2 Open door and insert pry bar under bottom of door on top of threshold and close door.
- 10.4.3 If equipped, check grease nipple for paint overspray and or damage, replace if needed.
- 10.4.4 (Older Models) If door hinge not equipped with nipple look for a hole on outer casing of hinge and use needle attachment, if no hole accessible or present drill new hole in hinge housing that pin rotates in. Make sure not to drill through hinge pin.
- 10.4.5 Pump two to three pumps of grease in hinge or just enough to see grease come out hinge pivot point.
- 10.4.6 Open door slowly, make sure door comes all the way down on hinge, clean excess grease off hinge and frame.
- 10.4.7 Work grease into hinge pin by moving door back and forth.
- 10.4.8 If any resistance present repeat grease process and/or troubleshoot and repair as necessary.
- 10.4.9 Remove 4 stainless steel bolts from Kason latch and replace with 4 zinc bolts P/N 17-7366, 4 – grade 8 washers P/N 17-7367, 4 – nylon lock nuts P/N 17-7368
- 10.4.10 Check door and latching hardware operation, look for loose screws on door closer mounts and latching hardware, repair and replace as necessary.
- 10.4.11 Check pressure of plunger when opening door, if excessive force required to open make adjustment to Kason latch and/or striker plate.
- 10.4.12 Remove door closer cover and check for damage or leaking hydraulic fluid, replace if necessary.
- 10.4.13 Door should not close too hard, approx. 3 to 6 seconds from 90 degrees open to latched. Adjust closer as needed.
- 10.4.14 (Kason Latch) check door handle and plunger for damage and any lose fasteners, repair and replace as necessary.
- 10.4.15 (Panic Bar) Check operation, make sure keys present in building and copies are labeled with the building number and turned in.
- 10.4.16 Clean debris from threshold, check that fasteners are tight, all seals are in good condition and look for excessive wear. If door closing function is impeded by threshold, inspect fasteners, door hinge spacer or if the building is just out of production inspect bottom of door for buildup of poly.
- 10.4.17 Repair as necessary.

Blast Doors	Initials	
Hinges Greased		G R N/A
Door Sweeps/weather stripping		G R N/A
Striker plates installed		G R N/A
Plunger (Straight, Screws Tight, Push Button Secure)		G R N/A
Latch (All Fastners Tight)		G R N/A
Kason Latch bolts exchanged		G R N/A
Threshold(No Damage, Fastners Secure, Seal Good)		G R N/A
Closure Adj. (3 to 6 sec.)Note Time(____sec.)		G R N/A
Door closer covers installed		G R N/A
Doors working properly (no rust)		G R N/A
Pin Test(Kason Latch)		G R N/A
(Panic Bar) Check operation		G R N/A
Keys in building, spares turned in and labeled		G R N/A


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10.5 Interior

- 10.5.1 Check all basic equipment present and not damaged (fire extinguishers, smoke detectors, E-lights etc...)
- 10.5.2 Check flooring for damage, repair as needed
- 10.5.3 For older style coin flooring “happy feet”, check that it has been nailed down, if not use brad nail gun w/ 1” brad nails to keep floor from shifting (one nail in every corner of every tile)
- 10.5.4 Check that all interior signage in place and in correct position
- 10.5.5 Remove light lenses, inspect for damage, clean, reinstall
- 10.5.6 Wipe down walls, repair any screw holes
- 10.5.7 Wipe dirt/dust from tops of PTACS, breaker panel, control panels, junction boxes, e-lights, smoke detectors, door closer covers, catcher’s mitts and conduit.
- 10.5.8 Clean windows
- 10.5.9 Check all junction boxes for knockouts punched out, install knockout covers as needed
- 10.5.10 Sweep floor, break up any buildup of mud or debris stuck to floor
- 10.5.11 Check for screws or nails protruding from floor
- 10.5.12 Scrub floor with floor scrubber machine
- 10.5.13 Use mop bucket and mop to clean cove base and corners
- 10.5.14 Perform “dry” mop on entire floor

Interior -Walls & Ceiling		Initials
All basic equip. returned (fire ext., smoke det.etc...)		G R N/A
Cleaned		G R N/A
Light lenses cleaned and secured		G R N/A
Holes Repaired		G R N/A
No Mold Present		G R N/A
Interior - Signage/Flooring		Initials
Interior Signage		G R N/A
Floor Condition		G R N/A
Floor Clean/Debris removed		G R N/A
Floor Secured ( If Coin Flooring )		G R N/A
Floors Scrubbed		G R N/A



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10.6 Tool Crib If not applicable circle N/A

- 10.6.1 Check for damage to cribbing
- 10.6.2 Check that cabinet doors and latches are working properly, repair and/or replace as needed.
- 10.6.3 Inspect all fasteners on cribbing, repair and/or replace as needed.
- 10.6.4 Clean cribbing
  - 10.6.4.1 Remove all tape
  - 10.6.4.2 Clean all cabinets and shelves

Tool Crib	(N/A)	Initials	
Cribbing checked for damage?			G R N/A
Latches & Doors			G R N/A
Clean			G R N/A
Cribbing fasteners secure?			G R N/A

10.7 Multi-Section If not applicable circle N/A


- 10.7.1 Make sure seams, top and sides are scraped clean of old tape and silicone
- 10.7.2 Check for damaged curtains or aluminum supports, repair and/or replace as needed
- 10.7.3 Check that all fasteners are tight and not stripped out, repair and/or replace as needed
- 10.7.4 Make sure bolts in building, 4 - 11" bolts, 8 – 8 1/2" bolts, 12 nuts, 24 plates, 24 washers

Multi-Section	(N/A)	Initials	
All old silicone and tape removed			G R N/A
Curtains secured for transport			G R N/A
Tubes cut back away from corner block			G R N/A
Bolts/Nuts/Washers/Plates in building			G R N/A

10.8 Plumbing If not applicable circle N/A

- 10.8.1 Check all fixtures and drains for leaks
- 10.8.2 Check function of any lift pumps
- 10.8.3 Pressure test plumbing

Plumbing	(N/A)	Initials	
Fixtures and drains checked for leaks			G R
Pumps tested			G R
All connections pressure tested			G R

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10.9 Emergency and Safety Equipment **REQUIRED ON ALL BR AND SB OFFICES**

- 10.9.1 If none of this equipment appears to have ever been present please notify lead and request a modification to install.
- 10.9.2 Test emergency exit lighting, make sure battery connected. If not lighting up when testing, allow battery to charge for about 45 minutes and test again. If failed test, replace battery.
- 10.9.3 Test smoke detectors
- 10.9.4 Check securement of fire extinguisher bracket

Emergency/Safety (Req. On All Buildings)	Initials	
Emerg. Lights battery test/illumination		G R N/A
Emerg. Lights secure, tested		G R N/A
Smoke Detectors secure. Tested		G R N/A
Fire Extinguisher brackets installed, secure		G R N/A

10.10 Modifications (If applicable)

- 10.10.1 **Do not add or remove anything without a modification request.**
- 10.10.2 Remove or install mods. Per information provided by logistics
- 10.10.3 Take pictures of completed mods.


10.11 Remove all debris and police area for any tools, PPE, trash, materials, etc.

10.12 Signoff on F-057 Off Rent Inspection Checklist

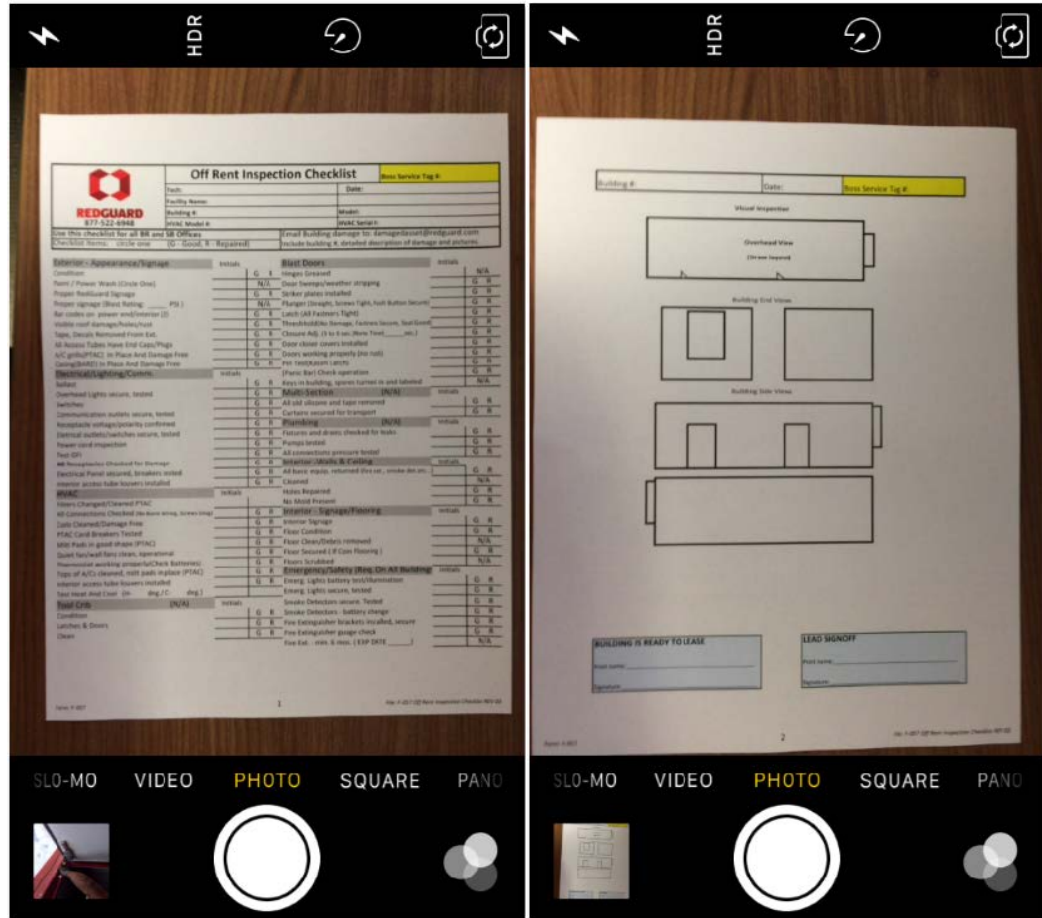
10.13 Take pictures in this order when service complete. Follow steps 10.14.1 thru 10.14.6 to attach pictures to Boss ticket.


- 10.13.1 Barcode
- 10.13.2 All four sides
- 10.13.3 Two roof
- 10.13.4 Two interior
- 10.13.5 All mods done to the unit w/ serial #s of any equipment.

10.14 Take picture of F-057 checklist (front and back) and include in documents and images on BOSS work ticket

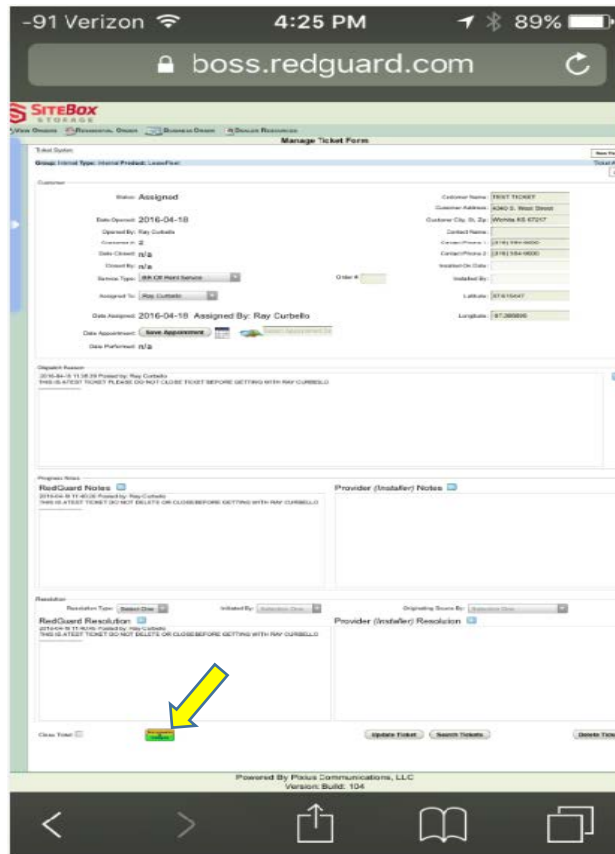
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10.14.1 Take pictures

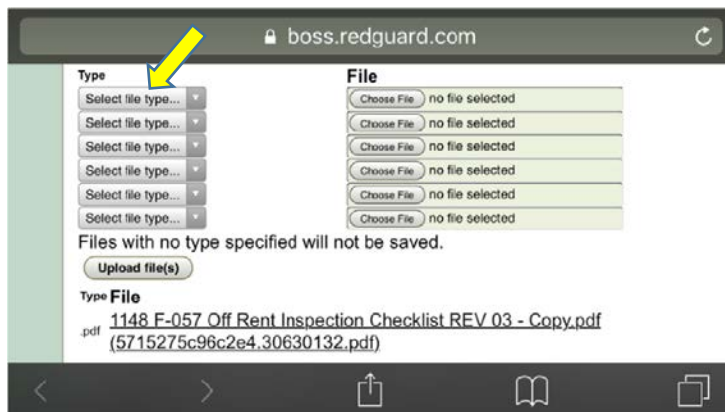



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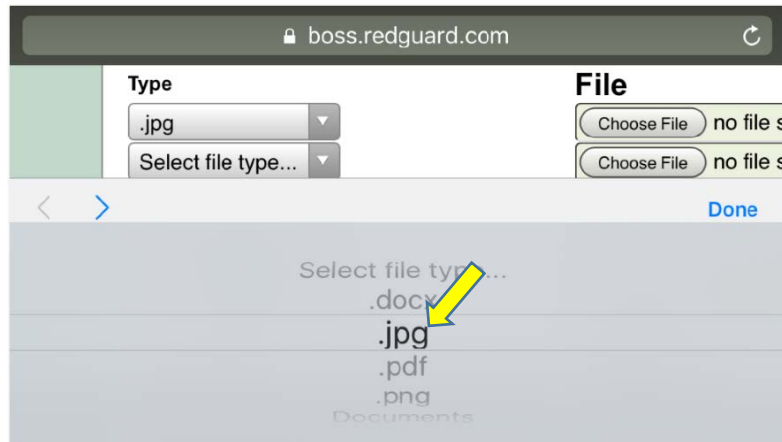
10.14.2 Open Boss ticket and press DOCUMENTS AND IMAGES.



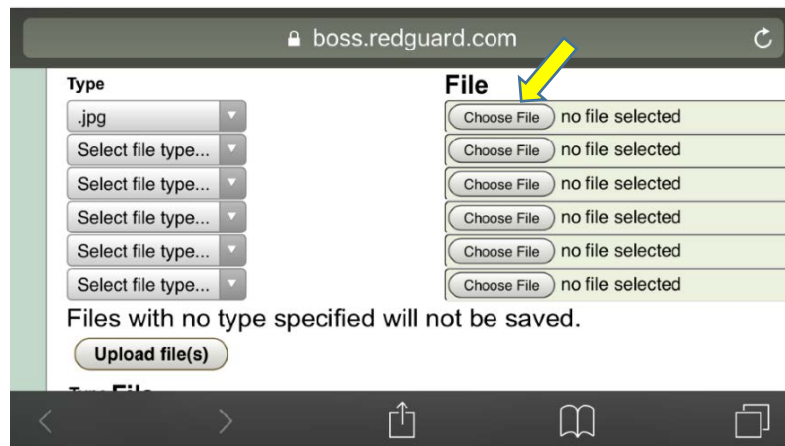
10.14.3 Select FILE TYPE and change to .JPG (Files with no file type specified will not be saved)



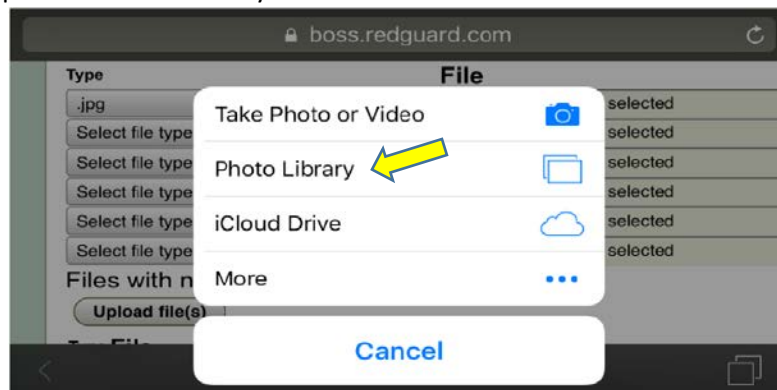
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10.14.4 Select CHOOSE FILE

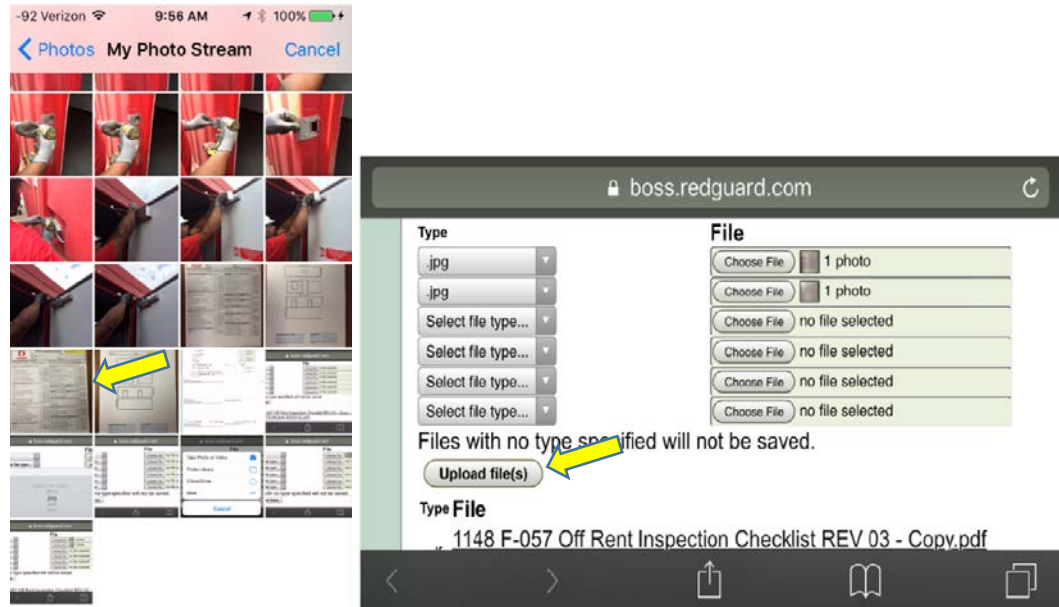


10.14.5 You can take a photo or choose a photo from your library, for this example we will use a photo from the library.



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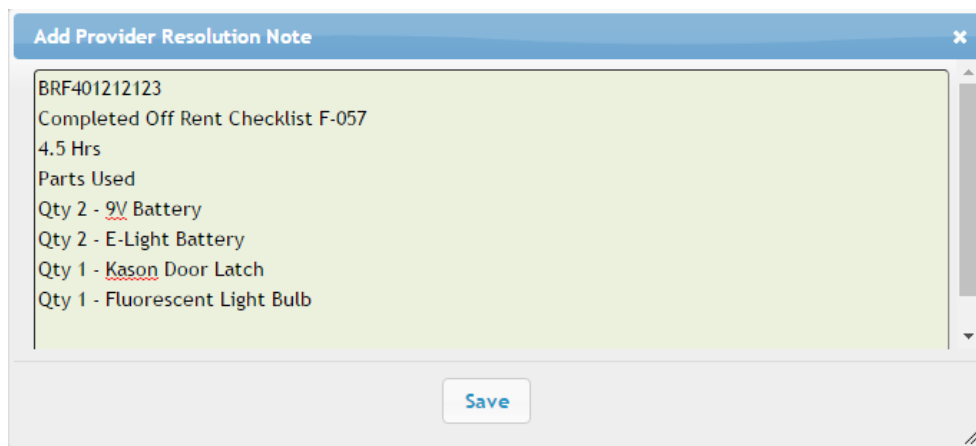
10.14.6 Choose the photos you want to attach and press UPLOAD FILE.




10.14.7 Do not upload more than two files at a time.

10.14.8 Repeat steps 10.14.1 thru 10.14.6 for additional pictures.

10.15 All man-hours, parts used and notes to be documented in BOSS, NOT ON CHECKLIST



10.16 Insert F-057 checklist in wall mounted document holder.

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11 Testing Procedure  
N/A

12 Additional Information  
N/A

13 Revision History

Revision	Description of Change	Revision Date	Approved By
NC-New	New Off Rent Service Work Instructions Ray Curbello	4.26.2016	Paul New
REV 01	8.0 Tools – Added Temperature Gun 10.0 Procedure – Changed Form # to REV 04 10.1.4 Added N/A to all lines on checklist 10.2.1 Changed wording, condition to damage 10.3.5 Added wording (inside and out) 10.3.17 Added instruction for exterior switches 10.3.2.15 Added Instructions 10.3.2.15.1 thru 10.3.2.15.4 10.4.9 Added instruction to replace Kason latch bolts & part numbers 10.6 Added cribbing fasteners secure to checklist 10.7.4 Added Bolt inspection to checklist 10.9.3 Removed replace batteries Removed 10.9.5 & 10.9.6 from checklist, to be added on loaders checklist	5.1.2016	Paul New