



## GENERAL INFORMATION

- Your lease includes service by McDonald Modular Solutions and its authorized subcontractors for repairs and maintenance resulting from normal wear and tear. Your lease does not include charges for any services performed by unauthorized parties.
- Your lease does not include consumables, including but not limited to janitorial service, light bulbs and HVAC filters. Charges will apply to repair damages or failures caused by improper customer maintenance, inadequate electrical service, theft, vandalism, accident, negligence and extreme weather or acts of God. Repairs for damages caused by failure to report covered service issues such as water leaks will also be charged.
- The customer is responsible for:
  - releveling the building after initial setup
  - charges to adjust accessories or related services needed as a result of movement or settling of the ground surface, including skirting
  - proper site drainage under and around the building
  - keeping any building gutters free of debris
  - maintaining the exterior integrity of the building
- Place chair mats under rolling chairs to eliminate excessive wear to floor to avoid damage charges.
- DO NOT MAKE REPAIRS** without receiving prior authorization from McDonald Modular as you may not be reimbursed.
- Modifications to the building require prior authorization from McDonald Modular. The unit must be returned to its original condition prior to return. Customer signs must be removed and holes sealed before return.
- Relocation of any building must be pre-approved by McDonald Modular Solutions.

### BEFORE YOU CALL FOR SERVICE

USE ONLY QUALIFIED ELECTRICIANS TO PERFORM ELECTRICAL CONNECTIONS

Contact us if you are unable to resolve your problem with the aid of the following tips:

## ELECTRICAL

The electrician should verify the proper voltage is being supplied after the power has been turned on.

**Problem:** All or 1/2 of the lights/receptacles do not work.

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

**Problem:** Some lights come on, some don't.

- Check all switches and breakers.
- Replace burned out bulbs (customer's responsibility.)
- If bulbs are in good condition, call for service.

**Problem:** All fluorescent lights are flickering.

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

**Problem:** One light fixture, both bulbs flickering.

- Change one bulb at a time using new bulbs.
- Call for service if this does not fix the issue.

**Problem:** No power to one of the receptacles.

- Reset GFI receptacle in the restroom (or kitchenette)
- Check breaker at panel box
- Too many cords plugged in? Unplug loads from circuit and reset breaker. Carefully plug cords in so circuit not overloaded.
- Still no power? Call for service.

## HVAC UNIT

### Air Conditioning

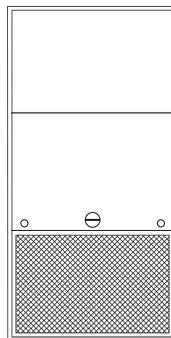
The customer is responsible for changing the air conditioning filters every 30 days (in normal conditions), cleaning the evaporator coil and clearing the condenser coil as needed. Air conditioning maintenance should be performed by trained and qualified HVAC technicians only. The customer will be responsible for all damages arising in relation to any failure to perform these tasks as required.

**Central Air Conditioner** (Mounted on front of building)

**Problem:** Air conditioner does not operate

- Are there loose wires?
- 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.

### Instructions For Changing A/C Filter



- Turn thermostat to off position.
- Turn off power at 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** (Window or through wall)

**Problem:** Air conditioner does not operate

- Is voltage correct (220 volts)?
- Is the hookup done properly
- Is the circuit breaker tripped

**Problem:** Air conditioner does not cool as it should

- Are you operating thermostat correctly?
- 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.

### Instructions For Changing A/C Filter

- Remove the front grille to locate the filter.
- The filter should be washed with warm water or vacuumed every 30 days.

Water dripping outside is normal, especially in very hot and humid weather conditions.

**McDONALD  
MODULAR SOLUTIONS**  
BUILDING SOLUTIONS SINCE 1930 | SUSTAINABILITY. RELIABILITY. EXPERIENCE.

# 800.905.3905

**MOBILE OFFICES  
MODULAR BUILDINGS  
STORAGE CONTAINERS**  
RENT, LEASE OR BUY

## HEAT PUMP

Some buildings are equipped with heat pumps. 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 off completely. This will also prevent freeze-up.

## HOT WATER HEATER

**HOT WATER HEATER MUST BE FILLED WITH WATER BEFORE ELECTRICITY IS TURNED ON!**

If hot water heater is not operating once filled, check on/off switch on the heater or check the breaker in the electrical panel box.

## COLD WEATHER

During above normal snowfall, it is important that any excessive accumulation of snow and ice on roofs is removed. These preventive measures can help ensure the safety of employees, the protection of equipment and property, and helps fulfill responsibilities as Lessee. We recommend that customers hire a professional to do such work as removing snow and ice may be dangerous as well as cause damage to the roof.

During any cold weather, do not disconnect heat (electric) from the unit until plumbing has been drained. If not drained, the pipes may freeze and then burst. You are responsible for any damages as a result of frozen water lines. Water heating devices should be drained and all traps drained or protected.

## PRIOR TO RETURNING YOUR BUILDING

- Please return keys with the building or you will be subject to a charge to replace the entire lockset. Customers must return the original locksets.
- Please broom sweep the building prior to Returning. Charges will apply to clean or remove trash.
- McDonald Modular is not responsible for customer materials, equipment or furniture left in a unit. Remove all customer items while vacating; disposal charges will be invoiced for all items not so removed. Some units cannot be moved loaded, causing added charges.
- Our return fees do not include costs associated in dealing with obstructions, debris, custom stairs or ramps, fences or repair of landscaping, curbs or driveways/parking areas unless pre-arranged. Have the building clear and accessible as it was when delivered so additional charges will not apply.

**Serviced by:**  
**Milford Location**

**Phone:**  
**800.905.3905 x310**

54500 Pontiac Trail Milford, MI 48381

mcdonaldmodular.com

**REFER TO THIS NUMBER  
WHEN CALLING FOR SERVICE**

**HVAC FILTER SIZE**