

| Scope of Maintenance Services - Jollibee Manchester                                                 |  |           |          |
|-----------------------------------------------------------------------------------------------------|--|-----------|----------|
|                                                                                                     |  | Frequency | Comments |
| <b>Air Conditioning</b>                                                                             |  |           |          |
| · Clean evaporator filters                                                                          |  | M         |          |
| · Clean facias and grilles                                                                          |  | M         |          |
| · Clean and test condensate and internal lift pumps                                                 |  | M         |          |
| · Brush condenser coil and removing debris                                                          |  | M         |          |
| · Test running of system                                                                            |  | M         |          |
| · Check all refrigerant gas fittings for signs of oil or gas leaks                                  |  | M         |          |
| · Complete indirect F-Gas check and complete F-Gas paperwork as required (annually)                 |  | A         |          |
|                                                                                                     |  |           |          |
| <b>Supply AHU</b>                                                                                   |  |           |          |
| · Clean and / or replace filters                                                                    |  | M         |          |
| · Visual check of motor and motor mountings                                                         |  | M         |          |
|                                                                                                     |  |           |          |
| <b>Toilet and General Extract</b>                                                                   |  |           |          |
| · Check operation of extract fan                                                                    |  | M         |          |
| · Wipe down grilles                                                                                 |  | M         |          |
|                                                                                                     |  |           |          |
| <b>Over Door Heaters</b>                                                                            |  |           |          |
| · Clean all filters and grilles                                                                     |  | M         |          |
| · Clean heater housing                                                                              |  | M         |          |
| · Visual check all electrical connections and crimped terminals are tight and are in good condition |  | M         |          |
| · Test system for operation                                                                         |  | M         |          |
|                                                                                                     |  |           |          |
| <b>Kitchen Extract</b>                                                                              |  |           |          |
| · Check condition of baffle filters, report any damage or signs of poor cleaning                    |  | D         | By staff |
| · Check canopy for signs of grease leaks, report leaks and location                                 |  | M         |          |
| · Check all lights are working, report if not                                                       |  | M         |          |
| · Check air flow through the canopy                                                                 |  | M         |          |
| · Check operation of extract fan and settings of any speed controls and record                      |  | M         |          |
| · Test system is interlocked with gas shut off                                                      |  | M         |          |
| · Check bearings and drive shafts (where applicable)                                                |  | M         |          |

|                                                                         |                                                          |   |  |
|-------------------------------------------------------------------------|----------------------------------------------------------|---|--|
| ·                                                                       | Log any issues and report                                | M |  |
|                                                                         |                                                          |   |  |
| <b>Electrical Controls</b>                                              |                                                          |   |  |
| ·                                                                       | Visual check of HVAC control panel                       | M |  |
| ·                                                                       | Check internal cooling fan                               | M |  |
| ·                                                                       | Clean any dust and debris from internal of control board | M |  |
| ·                                                                       | Visual check of lamps                                    | M |  |
| ·                                                                       | Log any issues and report                                | M |  |
|                                                                         |                                                          |   |  |
| <b>Filter Changes - In accordance with manufactures recommendations</b> |                                                          |   |  |
| ·                                                                       | Purified Air ESP unit                                    | M |  |
| ·                                                                       | Pre Filters                                              | M |  |
| ·                                                                       | Bag Filters                                              | M |  |
| ·                                                                       | Hepa Filters                                             | B |  |
| ·                                                                       | Carbon Filters                                           | A |  |
| ·                                                                       | Purified Air UV Units                                    |   |  |
| ·                                                                       | Replace UV Lamps                                         | A |  |
| ·                                                                       | Clean UV Lamps                                           | M |  |
|                                                                         |                                                          |   |  |
| <b>KEY</b>                                                              |                                                          |   |  |
| <b>D - Daily</b>                                                        |                                                          |   |  |
| <b>W - Weekly</b>                                                       |                                                          |   |  |
| <b>M - Monthly</b>                                                      |                                                          |   |  |
| <b>A - Anually</b>                                                      |                                                          |   |  |
| <b>B - Bi-anually (twice a year)</b>                                    |                                                          |   |  |