

ANDHRA PRADESH STATE TRANSPORT CORPORATION

No. Dy.CME(SM-IT)/807(1)05-IT
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CIRCULAR NO. 02/2005-11', D t. 14.07.2005

Sub:- TOOLS & PLANTS (AIR CONDITIONERS) Proper Maintenance

of

AC units in Computer Section Reg.

A number of requests are being received for replacement of Air Conditioners. Keeping in view of the cost of the unit, it is necessary to obtain the full life from the unit through proper preventive measures. At present, three Air Conditioners of 1.5 Ton capacity are provided to the Computer Cells of all Depots to ensure proper functioning of the Depot Computer Systems and printers.

Effective maintenance of AC units is very much essential to improve their life and to have trouble free service, which in turn enables the Computer Systems to perform without breakdowns. It has come to notice that greater attention has to be paid by IE. depots to the maintenance and up-keep of the AC units, particularly in remote depots. In view of the above, the following guidelines are issued for proper maintenance of AC Units in the Computer Section.

1. Always start AC on FAN, run it for 2 minutes and then switch to COOL.
2. Ensure that all windows/doors are closed when AC is running.
3. Filter pad of AC must be dusted once in a week to remove dirt/grit. In case of any other wise choke the filter.
4. Ensure proper functioning of stabilizers and starters.
5. Counter, doors and window shutters should be closed when not in use.
6. Maintaining all equipment dust free and clean.
7. AC.s in Console room should be used alternately, with each AC operated for not more than 6 hours at a stretch, to increase the life of the ACs.
8. All the 3 ACs shall always be kept in working condition.
9. All the AC units available in the depot shall be covered under AMC.
10. The Depots shall maintain separate unit history cards for each AC unit and shall furnish the details such as Date of commissioning, Make, Capacity, Type, Date of expiry of warranty, Name of the AMC firm, period of AMC. The unit history card shall also contain the Unit No., serial number for major spare like compressor, starter and stabilizer for easy identification and to avoid unnecessary inter change of parts.

All the Depot Managers are requested to implement the above guidelines to better maintenance of ACs so as to minimize the problems in Computer Systems.

To all Depot Managers.

EXECUTIVE DIRECTOR(IT & MS)

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