

Notice of Air Conditioning Preventive Maintenance and Responsibilities

As a tenant of USMTM housing you have certain responsibilities related to the air conditioning (AC) units in each room of your assigned villa. All standard unaccompanied villas have six (6) split unit ACs and all accompanied villas have seven (7) split units. These AC units are different from normal units found in government quarters or stateside civilian housing and require special preventive maintenance. These split units have an indoor component and an outdoor component. There are several different brands throughout the USMTM villas, but they all work on the same general concept and these simple cleaning instructions apply to all the systems. NOTE: The 2-story Senior Officer villas have different systems, and these instructions do not apply.

Preventive Maintenance

Each AC unit has 3 plastic filters that should be cleaned at weekly. The filters are located inside the front cover of each AC unit in your villa. Pull open the front cover and remove filter by pulling down and out. Wash filter with water and let dry. Return filter to original position and close cover. That's it! If you have any further questions or need assistance contact the Engineering or Housing office for proper instructions.

Warning!

Without proper preventive maintenance of your ACs, the individual units will drip water inside your villa. This dripping is caused by a build up of dust and dirt from filters that clog the condensation tubes that channel the water to the outside of your villa. You are advised not to place any government or personal property directly under the AC unit. If your property is damaged from a leaking AC unit you may not be compensated due to your failure to perform proper preventive maintenance or for placing your property under the unit. You may also be held accountable for damaged government property due to your failure to perform proper preventive maintenance or for placing property directly under an AC unit.

Access Responsibility

Twice a year the Engineering Office will schedule an appointment with your villa to conduct villa preventive maintenance, which includes the AC units. It is your responsibility to be present and provide access to all AC units. This includes moving furniture or your own personal property. The maintenance technicians will not move your property. You will be held accountable for any maintenance that cannot be performed which causes future damage to the unit, government property, or your personal property.