

	LONG-TERM STORAGE REQUIREMENTS GENERAL	
SERVICE POLICY & PROCEDURES	Supersedes: 50.20-NM1 (806)	Form 50.20-NM1 (910)

Failure to comply with these requirements will render any written or implied Johnson Controls/YORK warranty null and void.

I. PURPOSE

The purpose of Long-Term Storage Requirements is to ensure that equipment manufactured by Johnson Controls does not sustain any damage or degradation due to being in a dormant state for extended periods of time. The proper implementation and adherence to the Long-Term Storage Requirements will ensure that when the equipment is started and operated it will be in the intended condition. This will benefit the customer by providing equipment with the maximum service life.

II. DEFINITION OF LONG-TERM STORAGE

In General, all equipment manufactured by Johnson Controls that meets any, some, or all of the conditions below shall be prepared for Long-Term Storage.

- A. Equipment not “started” within six (6) months of leaving the Johnson Controls factory.
- B. Equipment being stored within five (5)-miles of a body of salt water (time independent).
- C. Equipment being shipped on a body of salt water (time independent).

“Start-up” is defined as useful operation or Testing, Charge and/or Adjustment (TCA).

Condition A is based upon the unit being stored indoors in a vibration-free, non-corrosive environment. Special provisions may be necessary for environmental conditions outside these parameters. Please contact Johnson Controls for further instructions if storage is subject to non-standard environmental changes/conditions even for periods less than six (6) months.

Failure to adhere to the Long-Term Storage Requirements as outlined can and will render any written or implied Johnson Controls warranty null and void.

III. RESPONSIBILITIES

A. SALES

The Sales Engineer shall determine the estimated Start-up date and shipping methodology for the equipment prior to completing the sale. The Sales Engineer shall inform the Customer of the requirement to provide for Long-Term Storage, the specific Long-Term Storage Requirements (including the Customer’s responsibilities), the associated costs for each piece of equipment, and the estimated shipping dates. The Sales Engineer shall notify the Customer when the equipment is actually shipped and request an updated estimated Start-up date at this time. Note that depending on the actual start-up date, customer may be required to purchase Delayed Start-Up Warranty as well. Delayed Startup Warranty must be purchased prior to units shipping from the factory.

If an estimated Start-up date is within a four (4) to six (6) month post-shipment window, the sales engineer shall notify the owner of the potential need for Long-Term Storage Requirements and the associated costs if the Start-up becomes delayed. If the local Johnson Controls Service office has not started the equipment after four (4) months, the Sales Engineer shall contact the Customer to request a revised Start-up estimate.

In the event that equipment has an unplanned delayed Start-up, the Sales Engineer shall notify Johnson Controls Product Technical Support for instructions to proceed. Every effort shall be made by all parties to make this determination and notification as soon as possible. Any delay in the process will hinder Johnson Control's ability to provide Warranty Services to the customer in a cost effective way.

B. MANUFACTURING

It shall be Manufacturing's responsibility, upon receipt of an order requiring Long-Term Storage, to inspect and protect vendor-supplied components upon receipt and before mounting in shop. Manufacturing shall carry out the instructions detailed in the factory order form, per Engineering in regards to long term storage, and the requirements there of. regarding in-shop preparation of units for Long-Term Storage, and document the status of the unit prior to shipment.

C. SERVICE

The Johnson Controls Service Office shall receive and review the Long-Term Storage Periodic Check Lists and Logs that were completed by the customer. The Johnson Controls Service Office shall notify the Customer in writing of any discrepancies and any required corrective action(s) prior to Start-up and within ten (10) working days of receiving the completed Periodic Checklist and Logs from the Customer. At the time of Start-up, the Johnson Controls Service Office shall inspect all equipment that has been prepared for Long-Term Storage to ensure that its condition at Start-up corresponds with all documentation and what is expected for each specific piece of equipment.

D. CUSTOMER

It is the Customer's responsibility to ensure that the necessary procedures described have been completed. It will be the responsibility of the Customer to submit completed log sheets showing the condition of the unit and noting any discrepancies. The logs shall be sent to the Johnson Controls Service Office having eventual supervision.

If after four (4) months from shipment, the equipment has not been started and/or in the event that Start-up is delayed, the Customer shall notify the Sales Engineer as soon as possible.

In the event there is an unplanned delayed Start-up, the Customer shall notify the Sales Engineer in writing with as much information on the new schedule and the site and equipment conditions. Every effort shall be made by all parties to make this determination and notification as soon as possible. Any delay in the process will hinder Johnson Controls ability to provide Warranty Services to the customer in a cost effective way. The Customer shall be responsible for the cost of any Long-Term Storage actions that Johnson Controls determines are necessary to provide for the proper life of the equipment and subsequent ability to provide any written or implied Warranty Services.

The appropriate Long-Term Storage Preparation (Section IV) and Long-Term Storage Periodic Checklist and Logs (Section V) are listed below and can be obtained from the Sales Engineer or the local Johnson Controls Service Office.

IV. LONG-TERM STORAGE PREPARATION

For specific instructions on preparing YORK equipment for long-term storage in the field (equipment that was not prepared at the factory), refer to the following documents. Long-term storage preparation in the field shall be provided by Johnson Controls factory certified technicians.

Packaged Roof Top Units.....	Form 50.20-NM2
Fan Coils, Unit Ventilators, Variable Air Volume Boxes, FlexSys	Form 50.20-NM3
Absorption Chillers	Form 50.20-NM4
Centrifugal Chillers.....	Form 50.20-NM5
Air Cooled Screw/Scroll Chillers.....	Form 50.20-NM7
Screw Chillers	Form 50.20-NM9

V. LONG-TERM STORAGE PERIODIC CHECK LISTS AND LOGS

For specific instructions on YORK equipment long-term storage inspections and procedures, refer to the following documents:

Packaged Roof Top Units.....	Form 50.20-CL2
Fan Coils, Unit Ventilators, Variable Air Volume Boxes, FlexSys	Form 50.20-CL3
Absorption Chillers	Form 50.20-CL4
Centrifugal Chillers.....	Form 50.20-CL5
Air Cooled Screw/Scroll Chillers.....	Form 50.10-CL7
Screw Chillers	Form 50.20-CL9

VI. WARRANTY CLAIMS

No warranty claims will be accepted for damage resulting from improper long-term storage.

VII. SIGN-OFFS

Customer Acknowledgement/Date

YORK Sales Engineer/Date

YORK Service Representative/Date



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