

Accessing the FCUs in the kitchen

Please note this guide assumes you have a kitchen ceiling as per the original design, and that no changes have been made to the original ceiling tiles. The tiles are heavy and fragile: always take care when attempting to remove them

The FCU(s) serving the living area are located in the kitchen/breakfast area ceiling. They are accessed through removing the square plaster ceiling tiles. This note provides some guidance on how to remove the tiles in order to access the FCU to clean the filter/service.

Step 1: Check if the tiles have been painted over and need to be cut around

It is quite likely that the ceiling tiles have been painted over during redecoration. If this is the case, you will first need to cut around the tiles, eg using a Stanley knife, in order to be able to remove them. **See photos 1 and 2.**

Decorators may have used sealant as well as paint, and it can be quite a task to cut around each tile in order to remove any paint and sealant that will otherwise prevent you from being able to loosen and remove the tiles.

It is suggested that you start by cutting around and removing just one tile to start off with.

Step 2: Removing a tile

Having ensured the tile is free from any paint/sealant that would prevent its removal, gently push up on the tile using one hand to push and the other to hold the tile in case it comes loose. The tile sits within in a metal framework and uses a 'lip and slot' design:

- One side has a slot, which fits into a ridge in the metal frame – **see photos 4, 6 and 8.**
- The opposite side has a lip, which sits on top of the frame – **see photos 3, 5 and 7.**
- The other two sides are straight.

When removing the first tile it will be trial and error to work out which sides the lip and slot are on. To remove a tile you need to push up on the side with the lip (**photo 3**). This will free the slotted side which will begin to drop down (**photo 4**).

The tiles are heavy: make sure you are confident you have the strength to hold a loosened tile, and preferably ensure you have someone to assist you.

It is recommended that you draw a picture of the ceiling tiles and put a number on the underside of each tile so that you know which one goes where. This will make replacing the tiles easier, in case they are slightly different shapes/sizes.

Step 3: Look inside the ceiling to locate the position of the filter and condensate drain

In order to service your FCU you must be able to access the metal filter and the condensate drain. By identifying and locating these parts you can then focus on removing the tiles that give you access to them, and may only need to remove two or three tiles to gain sufficient access.

- The condensate drain is a small grey insulated pipe – **see photo 9** – that sits on the underside of the FCU, within a black strip. Use of the cooling results in

condensation, which drains away through this pipe. A blockage will result in water damage to your property.

- The filter is located close to the condensate tray on the side of the FCU – **see photo 9**. The filter must be regularly cleaned to ensure adequate airflow over the heating and chiller coils.

Step 4: Remove the necessary tiles to enable access to the filter and condensate drain.

Follow step 2 to remove the tiles as required, numbering each tile so that you can replace them in the slot from which they were removed.

Accessing other FCUs

For two-bedroom apartments the FCU serving the bedrooms is located in the hallway. Apartments with three or more bedrooms usually have an additional FCU which is located in the ceiling of the master bedroom, usually near the entrance to the bathroom or next to the built-in wardrobe

These FCUs are accessed through drop-down ceiling panels. The panels vary in size, and there may be more than one access panel per FCU. Please note that the panels have fire-resistant linings, which means they are very heavy.

To open the panels to access these FCUs:

- Remove the white plastic caps covering the locking-mechanisms.
- While ensuring you are ready to bear the weight of the panel once it is unlocked, insert either the panel access key (if you have one) or a large flat-headed screwdriver to turn the two locking levers into the open position.
- Gently lower the panel.

To replace the panel reverse the above procedure and ensure that the locking levers are securely in place before re-inserting the plastic caps.

For further information on the FCUs including instructions, details of the number and size of FCUs in your apartment and common problems, please visit the website:

<https://www.canaryriverside.london/fan-coil-units-fcus>



Photo 1: using a Stanley knife

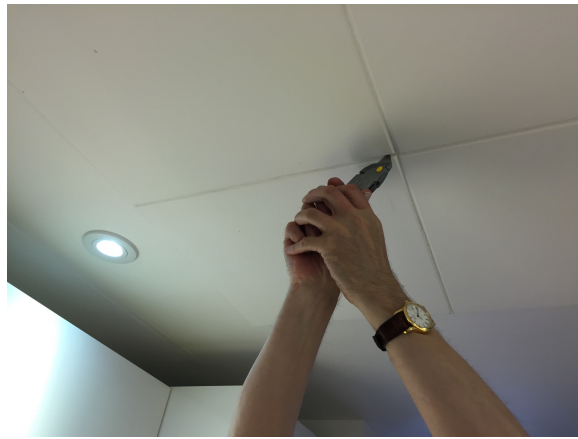


Photo 2: cut around the tiles to remove paint & sealant



Photo 3: push up on the side with the lip, supporting the tile so it does not drop. It is heavy and fragile.



Photo 4: the side with the slot will release and the tile can be lifted down.

Photo 5: one side has a lip



Photo 6: the opposite side has a slot

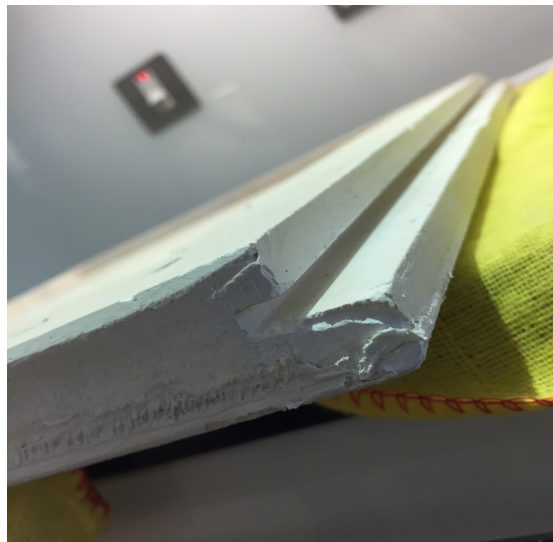




Photo 7: the metal frame where the lipped-side of the tile goes



Photo 8: the metal frame where the slotted tile-side fits



Photo 9: locating the condensate drain and filter



Photo 10: differential pressure switch and fan speed fine tuning

