

Customer Responsibilities

- Inspect your mobile/modular building upon delivery and notify ModSpace of any existing damages or defects.
- Do not allow objects to be nailed, screwed, painted or decaled to the exterior or interior walls and ceilings.
- Contract with only licensed electricians and plumbers to connect any electrical power and water (if applicable) to the building.
- If you prefer, ModSpace can arrange these on-site services for you – just ask!
- Perform routine maintenance and upkeep – e.g. replacing light bulbs and ballasts.
- HVAC air filters need to be cleaned or changed monthly, or more often in dust conducive environments.
- Any signs of water penetration must be immediately reported to ModSpace.
- This includes any leaks, abnormal condensation or humidity in the building.
- Any re-leveling of the building due to settlement of the ground conditions – call ModSpace.
- Return all keys with the building to avoid a lockset service charge.

Important Information

- Consult ModSpace before making any modifications or alterations to the building.
- Relocation of your building must be approved by ModSpace in advance.
- Prior to returning the building, broom sweep the floors and remove all trash and debris.
- Before returning the building, ensure that all owned items and equipment are removed, and that power and utilities are disconnected from the building.
- At the time of return, ensure that the building and the property around it are easily accessible for our drivers to attach to the building.

Helpful Tips

- Buildings equipped with hot water tanks must be filled with water BEFORE turning ON the power.
- Do not attach anything to the roof (i.e. signs, canopies) that might penetrate and damage the roof allowing water to enter.
- During freezing weather, do not turn off heat to the building until the plumbing lines have been drained.
- Remember to check all breakers before contacting ModSpace for a service call need.
- Do not cover air vents and diffusers that might prevent proper air flow. Make sure air grills are in the open position.
- To change the A/C filter:
 - a) Turn thermostat to OFF
 - b) Turn off the breaker for A/C
 - c) Remove the A/C service door (located on front of the A/C unit)
 - d) Remove dirty filter – discard
 - e) Slide in new filter (arrow up)
 - f) Replace A/C service door
 - g) Turn on breaker for A/C
 - h) Turn thermostat to ON

Your unit #

Your Service Contact #

Your Sales Contact #

Value-Added Products & Services

ModSpace can provide you with total space and furniture solutions for a variety of interior applications, saving you time and money, while allowing you to stay flexible.

We are staffed with professionally trained facility planners that can provide all-inclusive project management and execution from the zoning and permitting process to site selection and planning to building services.

Ask about other services that ModSpace can provide with your modular unit.

Furniture Choices



Portable Storage



Steps and Ramps



Insurance Programs



Sanitary Services



Security Solutions

