U.S. Department of State
Bureau of Overseas Buildings Operations

STATEMENT OF WORK FOR
PREVENTIVE MAINTENANCE SERVICE CONTRACT

*Air Handling Units (Direct Drive, Direct Drive-Outside Air)*
&
*Associated Motor Starters/VFD’s*

United States Embassy Santo Domingo

May 2020
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DESCRIPTION</td>
<td>2</td>
</tr>
<tr>
<td>2. PRICING</td>
<td>2</td>
</tr>
<tr>
<td>3. NOTICE TO PROCEED</td>
<td>4</td>
</tr>
<tr>
<td>4. EQUIPMENT AND PERFORMANCE REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>5. HOURS OF PERFORMANCE</td>
<td>4</td>
</tr>
<tr>
<td>6. ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT</td>
<td>5</td>
</tr>
<tr>
<td>7. SCHEDULED PREVENTIVE MAINTENANCE</td>
<td>7</td>
</tr>
<tr>
<td>8. PERSONNEL, TOOLS, CONSUMABLE MATERIALS AND SUPPLIES</td>
<td>8</td>
</tr>
<tr>
<td>9. SOFTWARE, LICENSES AND PASSWORDS</td>
<td>9</td>
</tr>
<tr>
<td>10. DELIVERABLES</td>
<td>9</td>
</tr>
<tr>
<td>11. INSURANCE REQUIREMENTS</td>
<td>9</td>
</tr>
<tr>
<td>12. LOCAL LAW REGISTRATION</td>
<td>11</td>
</tr>
<tr>
<td>13. QUALITY ASSURANCE PLAN (QAP)</td>
<td>11</td>
</tr>
<tr>
<td>14. TRANSITIONS/CONTACTS</td>
<td>12</td>
</tr>
<tr>
<td>15. SUBMISSION OF INVOICES</td>
<td>12</td>
</tr>
</tbody>
</table>

Attachments:
Exhibit A – Statement of Work
1. DESCRIPTION

The U.S. Embassy in Santo Domingo requires preventive maintenance services for Air Handling Units. These services shall result in all systems being serviced under this agreement being in good operational condition when activated. If this work is to be performed on systems accessing the PCC/CAA areas of the building. Please see section 6.2.3 for security requirements.

1.1. Type of Contract

This is a firm fixed price contract payable entirely in US dollars. Prices for all Contract Line Item Numbers (CLIN) shall include proper disposal of toxic substances as per Item 8.4 where applicable. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor’s failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.

1.2. Period of Performance

The contract will be for a period of one-year and will be expected to commence no later than September 2020.

2. PRICING

The rates below include all costs associated with providing preventive maintenance services in accordance with the scope of work, and the manufacturer’s warranty including materials, labor, insurance (see FAR 52.228-4 and 52.228-5), overhead, profit and GST (if applicable).

Note: Bidder shall include their prices in the table below in the section 2.1 and 2.2 of this document with a separate formal quote attached to it before submit it to procurement.
2.1. Base Year. The Contractor shall provide the services shown below for a period of 12 months.

<table>
<thead>
<tr>
<th>CLIN</th>
<th>Description</th>
<th>Quantity of Equipment</th>
<th>Type of services</th>
<th>No. of service</th>
<th>Unit price / service ($)</th>
<th>Total per year ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Preventive maintenance to the Air Handler units</td>
<td>16</td>
<td>SA: Semi-Annual</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Preventive maintenance to the Air Handler units</td>
<td>16</td>
<td>SA: Semi-Annual</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.2 Repair option. Repairs are NOT included under this agreement (see 7.1.3) and are to be done outside this contract. However, the Government desires current labor rates in the event that there is an issue discovered during the preventive maintenance of the specified equipment. Please provide your current labor rates in the Repair Option fields below. As stated in 7.1.3 any necessary repairs or parts will be submitted for approval and then billed against a separate PO. The Contractor is not approved to do any additional work without specific authorization from the Contracting Officer.

**Repair Labor Rates**

<table>
<thead>
<tr>
<th>Base Year</th>
<th>Price per hour</th>
</tr>
</thead>
</table>
3. NOTICE TO PROCEED

After Contract award and submission of acceptable insurance certificates and copies of all applicable licenses and permits, the Contracting Officer will issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of Contract award unless the Contractor agrees to an earlier date) on which performance shall start.

4. EQUIPMENT AND PERFORMANCE REQUIREMENTS

4.1. The US Embassy Santo Domingo requires the Contractor to maintain the following equipment in a safe, reliable and efficient operating condition. Please see equipment list included in Exhibit A for a more detailed description.

   1. Air Handler Units (AHU) brand: McQuay
   2. Variable frequency drives (VFD) brand: ABB

4.2. The Contractor shall provide all necessary managerial, administrative and direct labor personnel, as well as all transportation, equipment, tools, supplies and materials required to perform inspection, maintenance, and component replacement as required to maintain the systems in accordance with this work statement. Under this Contract the Contractor shall provide:

   - The services of trained and qualified technicians to inspect, adjust, and perform scheduled preventive maintenance.

4.3. Performance Standards

The air handling units shall be clean and in good operating condition upon completion of the service. The preventive maintenance service shall result in the parts of the system serviced being in a condition to operate efficiently and effectively.

5. HOURS OF PERFORMANCE

5.1. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 8:00AM and 4:30 PM Monday through Friday. No work shall be performed on US Government and local holidays, weekends are included as normal hours if required. Below is a list of the holidays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>US/Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 01</td>
<td>New Year's Day</td>
<td>US/Local</td>
</tr>
<tr>
<td>Jan 06</td>
<td>Epiphany</td>
<td>Local</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Birthday of Martin Luther King, Jr.</td>
<td>US</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Our Lady of Altagracia</td>
<td>Local</td>
</tr>
</tbody>
</table>
6. ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT

6.1 General. The Contractor shall designate a representative who shall supervise the Contractor’s technicians and be the Contractor’s liaison with the American Embassy. The Contractor’s employees shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees will be given access to the equipment and equipment areas and will be escorted by Embassy personnel.

6.2 Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who to be used on this Contract prior to their utilization. Submission of information shall be made within 30 days of award of contract. No technician will be allowed on site without prior authorization. Note: this may include cleared personnel if advance notice of visit is not given at least one week before the scheduled visit.

6.2.1 Vehicles. Contractor vehicles will not be permitted inside the embassy compound without prior approval. If vehicle access is necessary, submit contractor vehicle information (Make, Model, License Plate #) along with a written justification as to why access is necessary. This shall be submitted to the Facility Manager at least one (1) week prior to the visit.

6.2.2 Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The
Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

6.3  Security Clearances. All Work under this contract that are designated as non-CAA areas may be performed by un-cleared American or local workers. However, all work to be done in LAA, CAA and PCC areas shall be performed by cleared American personnel as needed to complete the services. The Contractor shall work closely with the COR, the Post Facility Manager [FM] or the General Services Officer [GSO]. American Clearance is required.

6.4 Standards of Conduct

6.4.1 General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee shall adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

6.4.3 Neglect of Duties. Neglect of duties is unacceptable. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

6.4.4 Disorderly Conduct. The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

6.4.5 Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

6.4.6 Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials;
security violations; organizing or participating in gambling in any form; and misuse of weapons.

6.4.7 Key Control. The Contractor will not be issued any keys. The keys will be checked out by a “Cleared American employee in Post” on the day of service requirements.

6.4.8 Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

7. SCHEDULED PREVENTIVE MAINTENANCE

7.1. General

7.1.1. The Contractor shall perform preventive maintenance as outlined in Exhibit A - STATEMENT OF WORK. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.

7.1.2. The Contractor shall inventory, supply and replace expendable parts (e.g., filters, belts, hoses, gaskets) that have become worn due to wear and tear. The Contractor shall maintain a supply of expendable and common parts on site so that these are readily available for normal maintenance to include: hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), MSDS, cleaning material and oil spill containment kits. The contractor shall inventory the supply after each visit and order replacement supplies and have them delivered on site. Maintenance materials shall be unused and are to be industry standard and intended for the task to be performed. Parts shall be OEM approved. Refrigerants shall meet the AHRI Standard 700-2015 or most recent AHRI Standards.

7.1.3. Exclusion. This contract does NOT include repair of equipment and replacement of hardware (e.g. bearings, pistons, piston rings, crankshaft, gears.) Hardware replacements will be separately priced out by the Contractor for the Government’s approval and acceptance. The Government has the option to accept or reject the Contractor’s quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required by the Government, the Contractor shall utilize Government-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.

7.1.4. Replacement/repair of any electronic or electrical parts shall be approved by the COR prior to installation of the part. If the Contractor proceeds to replace any electronic or electrical parts without COR approval, the Contractor shall de-install the parts at no cost to the Government.
7.1.5. Stocking of recommended repair parts is at the discretion of the Facility Manager and is dependent upon the nearest location of the Equipment manufacturer, distributor or dealer. A recommended spare parts list shall be obtained by the contractor from the manufacturer or distributor and provided to the Facility Manager to procure.

7.1.6. Parts/materials/tools procurement and delivery for the CAA/PCC areas shall be at the discretion of the Regional Security Officer (RSO).

7.2 Checklist Approval. The Contractor shall submit to the COR a schedule and description of preventive maintenance tasks which the Contractor plans to perform. The Contractor shall prepare this schedule and task description in a checklist format for the COR’s approval prior to contract work commencement.

7.2.1. The Contractor shall provide trained technicians to perform the service at frequencies stated in Exhibit A and on the equipment called out in this SOW.

7.2.2. It is the responsibility of the Contractor to perform all manufacturers’ recommended preventive maintenance including preventive maintenance recommended by the manufacturers’ technical manuals for the respective equipment.

7.2.3 Additionally, the maintenance contractor shall obtain and keep at the post O&M binders provided by the manufacturers. These binders shall be placed in a location accessible to post personnel to review as needed.

8. PERSONNEL, TOOLS, CONSUMABLE MATERIALS AND SUPPLIES

The Contractor shall provide trained technicians with the appropriate tools and testing equipment for scheduled maintenance, safety inspection, and safety testing as required by this Contract. The Contractor shall provide all of the necessary materials and supplies to maintain, service, inspect and test all the systems to be maintained.

8.1 Contractor furnished materials include but are not limited to appropriate tools, testing equipment, safety shoes and apparel for technicians, hands, hearing and eye protection, MSDS, cleaning material and oil spill containment kit. Expendable/consumable items (e.g. hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), generator starting batteries, grease, sealant, thermostat, fuse), shall be maintained in the onsite inventory. See 7.1.2.

8.2 Repairs are not included in this contract. See 7.1.3. Exclusions.

8.3 Disposal of used oil, fuel, battery and other toxic substances. The Contractor is responsible for proper disposal of toxic/hazardous substances. All material shall be disposed of according to Government and Local law. After proper disposal the contractor must show proof of authorized disposal of these toxic/hazardous substances.
9. SOFTWARE, LICENSES AND PASSWORDS

Copies of any and all software and licenses needed to control or to adjust the communications module shall be given to the post upon completion of the work.

10. DELIVERABLES

Provide a typewritten report to Post Facilities Manager containing following:

a) System information (make, model, all devices types)
b) Pass/Fail of each feature and type of component tested. If a device fails, note device type, address and location within Post
c) Any comments on system (or device) condition pertaining to service life and dependability.
d) Full printout of test from system printer
e) Testing of exhaust gas by Gas Analyzer

The following items shall be delivered under this contract:

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
<th>Delivery Date</th>
<th>Deliver to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names, biographic data, police clearance on Contractor personnel (#6.2)</td>
<td>1</td>
<td>30 days after contract award</td>
<td>COR</td>
</tr>
<tr>
<td>Certificate of Insurance (#11.2)</td>
<td>1</td>
<td>10 days after contract award</td>
<td>CO</td>
</tr>
<tr>
<td>PM Checklist signed by Contractor's employee (#7.2.1)</td>
<td>1</td>
<td>After completion of each maintenance service</td>
<td>COR</td>
</tr>
<tr>
<td>Invoice (#15)</td>
<td>1</td>
<td>After completion of each maintenance service</td>
<td>COR</td>
</tr>
</tbody>
</table>

11. INSURANCE REQUIREMENTS

11.1 Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this Contract.

The Contractor's assumption of absolute liability is independent of any insurance policies.

11.2 Insurance. The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this Contract, whatever insurance is legally necessary.

General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

1. Bodily Injury stated in U.S. Dollars:
2. Property Damage stated in U.S. Dollars:
   Per Occurrence     10% of Total Contract value
   Cumulative         20% of Total Contract value

11.3 Worker’s Compensation Insurance. The Contractor shall provide workers’ compensation insurance in accordance with FAR 52.228-3, FAR 52.228-4 and with FAR 52.228-5

The types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:

- any property of the Contractor,
- its officers,
- agents,
- servants,
- employees, or
- any other person

arising from an incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.

11.4 The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

11.5 Government as Additional Insured. The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

11.6 Time for Submission of Evidence of Insurance. The Contractor shall provide evidence of the insurance required under this contract within ten (10) calendar days after contract award. The Government may rescind or terminate the contract if the Contractor fails to timely submit insurance certificates identified above.
12. LOCAL LAW REGISTRATION

If the local law or decree requires that one or both parties to the contract register the contract with the designated authorities to insure compliance with this law or decree, the entire burden of this registration shall rest upon the Contractor. Any local or other taxes which may be assessed against the Contract shall be payable by the Contractor without Government reimbursement.

13. QUALITY ASSURANCE PLAN (QAP).

13.1 Plan. This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QAP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the Contract. The role of the Government is to conduct quality assurance to ensure that Contract standards are achieved.

<table>
<thead>
<tr>
<th>Performance Objective</th>
<th>SOW Para</th>
<th>Performance Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services.</td>
<td>1 thru 12 &amp; Exhibit A</td>
<td>All required services are performed and no more than one (1) customer complaint is received per month</td>
</tr>
</tbody>
</table>

13.2 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

13.3 Standard. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

13.4. Procedures.

13.4.1 If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they will immediately contact the COR.

13.4.2 The COR will complete appropriate documentation to record the complaint.

13.4.3 If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
13.4.4 If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

13.4.5 The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

13.4.6 If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor shall notify the COR. The COR will review the matter to determine the validity of the complaint.
13.4.7 The COR will consider complaints as resolved unless notified otherwise by the complainant.

13.4.8 Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

14. TRANSITIONS/CONTACTS

Within 25 days after contract award, the Contracting Officer may ask the contractor to develop a plan for preparing the contractor to assume all responsibilities for preventive maintenance services. The plan shall establish the projected period for completion of all clearances of contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of all supervisors to be used under the contract.

14.1 On site contact. The following are the designated contact personnel between the US Embassy and the Contractor.

**COR: Susan Meyerson - Facility Manager**
*MeyersonSL@state.gov*

The Post Mechanical Engineer will be the contractor’s point of contact at the U.S. Embassy Santo Domingo. All questions concerning coordination of service activities while at post shall be directed to the Mechanical Engineer, with weekly reporting to the COR:

**Juan Baez – Mechanical Engineer**
*BaezJR@state.gov*

15. SUBMISSION OF INVOICES

The Contractor shall submit an invoice after each preventive maintenance service has been performed. Invoices must be accompanied by a signed copy of the Maintenance Checklist for the work performed including parts replacement and break down calls, if any. No invoice for preventive maintenance services will be considered for payment unless accompanied by the relevant documentation.
The Contractor should expect payment 30 days after completion of service or 30 days after receipt of invoice at the Embassy’s payment office, whichever is later. Invoices shall be sent to:

**Physical address:**
US Embassy Santo Domingo  
Av. Republica de Colombia #57  
Santo Domingo  
Dominican Republic

Or

**Email address:**
SantoDomingoPayments@state.gov
EXHIBIT A

Statement of Work

I. GENERAL INFORMATION:

The United States Embassy in Santo Domingo requires professional services and contractor cost proposals to perform preventive maintenance services (2 visits) of the facility’s Air Handling Units Direct Drive, Direct Drive-Outside Air, and VFDs.

II. REQUIREMENTS:

DESCRIPTION OF EQUIPMENT *:

*Please see attachment at the end of this sheet for more details
1. Air Handler Units (AHU) brand: McQuay
2. Variable frequency drives (VFD) brand: ABB

III. GENERAL REQUIREMENTS:

The Contractor under this SOW shall be responsible for labor, tools, and materials required to carry out all preventive maintenance as outlined in this SOW. The technician shall sign off on every task specified in the Statement of Work and will provide a typewritten copy of their report to the COR or the COR’s designate within five business days of each maintenance visit. The Government has the following manuals:
- Daikin McQuay AHU Installation and Maintenance services manuals.
- ABB ACH Series Installation and Maintenance services manuals.

IV. SCOPE OF WORK - AIR HANDLING UNIT MAINTENANCE

Contractor shall provide all materials, supervision, labor, tools and equipment to perform preventive maintenance. All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries shall be brought to the attention of the Post Occupation Safety and Health Officer (POSHO) immediately. Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies shall be provided to the COR for approval.

If any discrepancies are found with the Air Handling Units that are not covered under this scope of work the contractor shall provide the following:

1. Detailed report noting the discrepancy found.
2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
SAFETY AND SPECIAL INSTRUCTIONS:

1. Follow site safety procedures and supervisor’s instructions.
2. Schedule outage with operating personnel.
3. Use extreme caution when climbing access ladders.
4. Perform applicable lockout/tag out steps of site safety procedures.
5. Lockout and disconnect the main power before tightening the main supply lugs in order to avoid the hazard of electrical shock, which could result in serious personal injury or death.
6. Record and report equipment damage or deficiencies.
7. Review and follow the manufacturer’s O&M instructions.
8. Record results in the equipment history log.
9. Allow only qualified personnel to do maintenance work on this equipment.
10. Check manufacturer’s specifications for the maximum number of plugged tubes.
11. Allow only qualified personnel to do maintenance work on this equipment.
12. Record results in the equipment history log.
13. Check manufacturer’s specifications for the maximum number of plugged tubes.
14. Allow only qualified personnel to do maintenance work on this equipment.

AIR HANDLING UNITS

MAINTENANCE PROCEDURES:

Semi-Annually
1. Check the cleanliness of the filters (flat, angle, rigid, bag, HEPA & charcoal) and replace or clean as required.
2. Verify filter gauge and/or switch function properly.
3. Check filter frames (filter tracks) for residual contaminates and clean as necessary.
4. Check direct-drive blower wheel for damage, loose parts, wear, dirt and alignment.
5. Check condition of extended lubrication lines when present.
6. Inspect and adjust blades and linkages for proper operation.
7. Inspect and cycle actuators for proper operation.
8. Inspect damper blade seals & verify damper closure.
9. Clean dampers.
10. Vacuum and clean interior of the unit.
11. Inspect air hoods and air louvers for damage and debris.
12. Inspect bird screens for damage and debris. (Outside Fresh air unit).
13. Inspect mist eliminators for damage, dirt and debris. (Outside Fresh air unit).
15. Check, clean and calibrate controls.
17. Inspect doors, handles, latches and hinges for proper operation, adjust if necessary.
18. Inspect door gaskets for damage and proper seal.
19. Inspect panels for damage.
20. Clean fan segment and fan assembly (supply, return, exhaust).
21. Check fan housing, wheel, shaft, frame, inlet vanes and bearings for damage, wear, loose parts, dirt and debris.
22. Check fan base, vibration isolators and thrust restraints for damage, wear, loose parts, dirt and debris.
23. Check flex connector for damage and wear.
24. Lubricate motor fan bearings according with manufacturer instructions.
25. Clean variable inlet vanes of blowers.
26. Check adjustable fan motor base and mounting hardware for loose parts.
27. Check adjustable fan motor base for damage.
28. Check fan motor for leaky bearing seals.
29. Check fan for motor damage.
30. Check for dirt, dust & debris in air vents on fan motor housing.
31. Inspect Evaporator Coil and clean if necessary.
32. Clean condensate drain pan, trap, drain line and adjacent wetted surfaces.

Annually:
1. Perform sound and vibration test and provide report to COR

MOTOR STARTER /VARIABLE FREQUENCY DRIVE (5 HP TO LESS THAN 100 HP):

MAINTENANCE PROCEDURES:

Annually:

1. Vacuum dust and dirt from heat sink fins
2. Check ventilation fans for proper operation and clean as needed.
3. Check line voltage, motor & output phase balance
4. Complete RCM Procedure CM-0002 (Qualitative Infrared Testing).
5. Visually inspect for broken parts, contact arcing, or any evidence of overheating.
6. Check motor nameplate for current rating and controller manufacturer’s recommended heater size (report discrepancy to supervisor).
7. Check line and load connections for tightness (check manufacturer’s instructions for torque specifications).
8. Check heater mounting screws for tightness.
9. Check all control wiring connections for tightness.
10. On units equipped with variable speed starters:
   a. Record the VFD parameter settings using MCT-10
   b. Confirm the VFD doors and covers are in place and properly closed.
   c. Check tightness of connections to resistor bank.
   d. Check resistor coils and plates for cracking, broken wires, mounting and signs of overheating. Clean as required.
   e. Check tightness of connections to drum controller.
   f. Check contacts of drum controller for arcing and overheating. Apply a thin film of lubricant to drum controller contacts and to rotating surfaces, if apply.
11. Clean interior of cabinet.
12. Clean exterior of cabinet.
Spare Parts and Expendables Inventory.

Grease: Polirex EM
## Equipment List:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Specifications</th>
<th>Location</th>
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END OF STATEMENT OF WORK