



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **BRC-1**

September 5, 2023

REQUEST FOR PROPOSALS – ADDENDUM 2 ON-CALL HEATING, VENTILATION, AIR-CONDITIONING, AND WATER TREATMENT MAINTENANCE SERVICES AT PUBLIC WORKS HEADQUARTERS COMPLEX (BRC0000397)

Thank you for your interest in our Request for Proposals (RFP) for On-Call Heating, Ventilation, Air-Conditioning, and Water Treatment Maintenance Services at Public Works Headquarters Complex (BRC0000397).

Please note that the deadline for proposal submission has been extended to **Thursday, September 14, 2023, by 5:30 p.m.**

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strike through~~.) Section A is the Addendum and Section B is the Questions and Answers.

A. Addendum

1. The RFP Notice has been revised as follows:

PLEASE TAKE NOTICE that Public Works requests proposals for the On-Call Heating, Ventilation, Air Conditioning (HVAC), and Water Treatment Maintenance Services at Public Works Headquarters Complex (BRC0000397) contract. This contract has been designed to have a potential maximum contract term of **4 5** years, consisting of an initial 1-year term and potential additional ~~three~~ **four** 1-year option renewals. The annual contract amount of this service is estimated to be \$170,000. The Request for Proposals (RFP) with contract

specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://pw.lacounty.gov/brcd/servicecontracts/> or may be requested from Messrs. Dwayne Case at (626) 458-2575 or dcase@pw.lacounty.gov or Jairo Flores at (626) 458-4069 or jflores@pw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

2. The RFP Notice has been modified to include the following minimum mandatory requirement:

- 10. Proposer has submitted documentation demonstrating its good faith efforts to meet the County's CBE Program goal in accordance with Section 1.X, Community Business Enterprise Participation.**

3. Part I, Section 1.B., Minimum Mandatory Requirements has been revised to include the following:

- 10. Proposer has submitted documentation demonstrating its good faith efforts to meet the County's CBE Program goal in accordance with Section 1.X, Community Business Enterprise Participation.**

4. The RFP Sample Agreement has been revised as follows:

FOURTH: This Contract's initial term shall be for a period of 1 year commencing upon the Board's approval and execution of this Agreement by both Parties, whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to ~~three~~ **four** additional 1-year periods and six month-to-month extensions, for a maximum total Contract term of ~~4~~ **5** years and 6 months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least 10 days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full 1 year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least 10 days prior to the end of a term. The Director will provide a written notice of nonrenewal at least 10 days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

5. Exhibit G.1, Job Plans and Routine Tasks has been replaced with **Exhibit G.2, Job Plans and Routine Tasks attached as Enclosure A.**

B. Questions and Answers

The following answers are in response to the request for information and clarification and other questions submitted by proposers for the On-Call Heating, Ventilation, Air-Conditioning (HVAC), and Water Treatment Maintenance Services at Public Works Headquarters Complex (BRC0000397). Questions presented in this Informational Update represent the questions asked by the proposers in the form and context submitted.

1. **Question:** We need some clarification in regarding your scope of work.

1. Clarify, "Cleaning around equipment"?

Response: Cleaning around equipment means removing any debris, trash, oils, greases, water, and, etc. around the equipment that came from or was caused by work performed under this contract. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

2. Clarify, "Boiler Annuals "AQMD" operating permit required"?

Response: Under Preventive Maintenance services, under the boiler job plans BBOILER1 and BBOILER2, adjustments to the boiler equipment shall be made to attempt to meet AQMD operating permit requirements. Filling out or completing a permit is not part of preventative maintenance services. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

3. Clarify, "Open up water side and blush out and inspect plates"?

Response: Isolate and safeguard (such as lockout tagout the unit, isolate water lines, and draining the boiler water lines) the boiler, then open the inspection plates (flanged bolted cover plates) of the hot water outlet and return water inlet, where existing. After opening, document conditions and clean out main lines (not to include all individual lateral water tubing) by means of a flexible nylon bristle brush, or approved equal, and flush out the main lines to remove loose scale, buildup, and any other foreign

debris. Document conditions prior to closing inspection plates. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

4. Clarify, "Clean chiller and surrounding area monthly"?

Response: Around the chiller, remove any debris, trash, oils, greases, water, and, etc. around the unit that came from or was caused by work performed under this contract. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

5. Clarify, "Cooling tower cleaning fill chemically quarterly"?

Response: This was removed from Exhibit G.1, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

6. Clarify, "Purge cooling tower bearing every 3 months"?

Response: For fan shaft bearing assemblies (where existing), lubricate bearing assemblies with grease. Gradually add grease to avoid seal damage, using a hand grease gun is recommended, until old grease is purged from the bearing. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

7. Clarify, "Disinfect tower basin and fan housing"?

Response: This was revised to, "Clean (make free of debris, scale, build-up, and oils) the tower basin and fan housing", within Exhibit G.2, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

8. Clarify, "Full cooling tower interior and exterior cleaning and media cleaning"?

Response: Remove all debris, scale, build-up, and oils from all surfaces (interior and exterior), including fill media, of the cooling tower. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

9. Clarify, "Check coils and piping for leaks and corrosion and repair as necessary"?

Response: This was revised to, "Check coils and piping for leaks, damage, and corrosion; document condition and provide repair proposal if needed", within Exhibit G.2, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

10. Clarify, "Clean interior of IOM's and EP's"?

Response: This was removed from Exhibit G.1, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

11. Clarify, "Troubleshoot FEC and VMA Controller as needed?"

Response: This was removed from Exhibit G.1, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

12. Clarify, "Package units clean evaporator coils, blower fan motor and drain piping as required"?

Response: Remove all debris, buildup, and oils from evaporator coils, blower fan motors, and drain piping as required. Open and access units as required. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

13. Clarify, "Check compressor oil and add as required"?

Response: Check compressor oil level from compressor oil sight glass and top off with additional oil to required level, if found below required levels. This does not include the full replacement of oil, which is performed under the annual service of the compressor. Please also see Exhibit A, Scope of Work, E. Work Description, 1. Preventive Maintenance.

14. Clarify, "Pump – make minor adjustments as required"?

Response: This was removed from Exhibit G.1, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

15. Clarify, "Freezer – Vacuum, clean and acid wash evaporator and condenser coils"?

Response: This was revised to, “vacuum, clean, and wash evaporator and condenser coils.”, within Exhibit G.2, Job Plans and Routine Tasks. Refer to the revised Exhibit G.2, Job Plans and Routine Tasks.

16. Do you accept tradesmen to be part of your prevailing wage? In many prevailing wage jobs we bid, that organization doesn’t recognize tradesmen as a prevailing wage. Do you all?

Response: Please refer to Exhibit B, Service Contract General Requirements, Section 4.H. Labor Law Compliance, page B.29, which in part states:

“The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor must comply with Labor Code, Section 1777.5, with respect to the employment of apprentices.”

Further, please note Exhibit B, Section 13, Prevailing Wages, page B.49, which in part states:

“The Director of the Department of Industrial Relations (DIR) has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at www.dir.ca.gov/dlsr/pwd/index.htm. The contractor is required to pay its agents and employees the applicable current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.”

If you have questions concerning the above information, please contact Messrs. Dwayne Case at (626) 458-2575 or Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

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We encourage you to follow us on Twitter @[LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA, PE
Director of Public Works



for:

BRIAN SORIA
Administrative Services Manager III
Business Relations and Contracts Division

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Job Plans and Routine Tasks

(ENCLOSURE A) EXHIBIT G.2

Preventive Maintenance (PM) Job Plans				PM - Frequency						No. of Equip. Assigned to PM
No.	Job Plan Name	Tasks	Preventative maintenance task description	Daily PM	Weekly PM	Monthly PM	Quarterly PM	Semi-Annual PM	Annual PM	
1	BAC	10	Check with operating or area personnel for deficiencies.							14
		20	Make Adjustments of Unit as Required							
		30	Replace Air Filters (Tri-pleat merv 13)							
		40	Clean Around Unit							
		50	Lube shaft & Motor Bearings as Necessary							
		60	Report any deficiencies							
		70	Ensure equipment label matches asset description							
2	BAC1	10	Clean Coils, Evaporator drain Pan, Blowers, Fans, Motors & Drain Piping						X	14
3	BAHFAN	10	Check with operating or area personnel for deficiencies.							9
		20	Check for unusual noise or vibration.							
		30	Check tension, condition and alignment of belts, adjust as necessary.							
		40	Lubricate shaft and motor bearings.							
		50	Clean area around equipment.							
		60	Fill out maintenance checklist and report deficiencies.							
		70	Ensure equipment label matches asset description							
4	BAIRHAND	20	Check for unusual noise or vibration.							9
		30	Inspect exterior piping and valves for leaks; tighten connections as required.							
		40	Clean area around equipment.							
		50	Inspect Air Handler Finish for corrosion.							
		60	Fill out maintenance checklist and report deficiencies.							
		70	Ensure equipment label matches asset description							
		80	Replace air filters (Tri-pleat merv 13)							
5	BANGDRIV1	10	Change the oil every 2500 hours or 6 months, whichever comes first.							3
		20	Drain the oil at operating temperature through the drain plug.							
6	BANGDRIV2	30	Refill drive through air breather port with recommended Synthetic type & amount of lubricant (Tables 3, 4, 5)							3
		10	Recheck the alignment. report deficiencies.							
7	BCONDUNT	20	Check external fasteners and tighten as necessary. report deficiencies.							14
		50	Lubricate shaft bearings and motor bearings.							
		60	Inspect fan(s) or blower (s) for bent blades or imbalance; adjust as necessary.							
		70	Check belt(s) for condition, proper tension, and misalignment; adjust for proper tension. Recommend replacement if necessary.							
		80	Inspect piping and valves for leaks; tighten connections as necessary.							
		90	Clean area around equipment.							
		100	Fill out maintenance checklist and report deficiencies.							
8	BCONDUNT1	10	wash/clean coils and fans per manufacture requirements.							14
		20	Check electrical wiring and connections; tighten loose connections.							
9	BBOILER	10	Inspect fuel system for leaks or damage.							3
		20	For boiler equipped with spark ignition check condition and function of main flame failure protection.							
		30	For boiler equipped with spark ignition check condition and function of positive fuel shutoff .							
		40	For boiler equipped with spark ignition check condition and function of main flame detection scanner.							
		50	Check condition and function of all indicator lamps and water pressure/temperature gauges.							
		60	Check operation and condition of safety pressure relief valve.							
		70	Check all indicator lamps and water/steam pressure gauges.							
		80	Check condition of flue pipe, damper and exhaust stack.							
		90	Check water column sight glass and water level system; clean or recommend replacement of sight glass, if required.							
		100	Check fuel level with gauge pole for oil burning boilers.							
		110	Clean area around boiler.							
		120	Fill out maintenance checklist and report deficiencies.							
		130	Ensure equipment label matches asset description, recommend replacing if necessary							
		140	Blow down water column and test low water cut out							
10	BBOILER1	10	Check for proper operational responses of burner to thermostat controls.							3
		20	Inspect all gas, steam & water lines, valves, connections for leaks or damage; document condition and provide repair proposal if needed.							
		30	Check and lubricate burner and blower motors as required.							
		40	Clean and, if necessary, recommend replacement of blower filter							
		50	Check electrical panel and wiring to burner, blowers and other components.							
		60	Clean blower air-intake dampers, if required.							
		70	Check boiler operation through complete cycle, up to 30 minutes.							
		140	Check combustion emissions with Portable Electronic Analyzer and adjust as needed to meet AQMD operating permit.							
		150	Test low water cut out and flame sensor operation.							
		160	inspect Pilot carry over tubes, flame sensor and pilot ignitor. Document condition and provide repair proposal if needed.							
11	BBOILER2	10	Check Fuel Filter element and clean strainers, document condition and provide repair proposal if needed.							3
		20	check combustion controls, combustion blower and damper modulation control.							
		30	clean fire box(sweep and vacuum)							
		40	inspect and clean ignition assembly where applicable.							
		50	remove and wash each burner, inspect for deficiencies. Allow burners to dry before installing.							
		60	Check combustion emissions with Portable Electronic Analyzer and adjust as needed to meet AQMD operating permit.							
		70	inspect Pilot carry over tubes, flame sensor and pilot ignitor. Document condition and provide repair proposal if needed.							
		80	Isolate and drain Boiler. Open water side inspection plates, Document condition and flush with water.							
		90	Remove water level sensors and safeties. Clean, inspect and document condition.							
		100	Fill Boiler and Purge air before opening isolation valves.							
12	BBOILER3	110	Check Boiler operation, test safeties and run through complete cycle for 30 minutes.							2
		10	Check emissions by portable analyzer at least quarterly or every 2,000 hours of operation.							
13	BCHILLER	10	Check unit for proper operation, excessive noise or vibration.							1
		20	Inspect that equipment mounting and piping assemblies are secure.							
		30	Run system diagnostics test.							
		40	Check oil level in sight glass of lead compressor only, add oil as necessary.							
		50	Check liquid sight glass, oil and refrigerant pressures.							
		60	Inspect plumbing and valves for leaks, adjust as necessary.							
		80	Clean chiller and surrounding area.							
14	BCHILLER.5	90	Check purge unit operation and log pump out minutes.							1
		100	Log machine operating conditions as found and report any deficiency to personnel.							
		10	Check unit for proper operation, excessive noise or vibration.							
		20	Inspect that equipment mounting and piping assemblies are secure.							
		30	Run system diagnostics test.							
		50	Check liquid sight glass, oil and refrigerant pressures.							
		60	Inspect plumbing and valves for leaks, adjust as necessary.							
		70	Check evaporator and condenser for corrosion.							
		80	Clean chiller and surrounding area.							
		10	Have a sample of compressor oil fully analyzed.							

Job Plans and Routine Tasks

(ENCLOSURE A) EXHIBIT G.2

Preventive Maintenance (PM) Job Plans				PM - Frequency						No. of Equip. Assigned to PM
No.	Job Plan Name	Tasks	Preventative maintenance task description	Daily PM	Weekly PM	Monthly PM	Quarterly PM	Semi-Annual PM	Annual PM	
15	BCHILLER1	20	Check superheat and subcooling temperatures.							2
		30	Check for proper refrigerant charge.							
		40	Check head pressure control setting.							
		50	Check leaving water temperature; adjust if necessary.							
		60	Check chiller amp readings.							
		80	Check contactors, sensors and mechanical safety limits. Clean and document condition.							
		90	Test freeze cutout control.							
		100	Check electrical wiring and connections; tighten loose connections.							
		110	Perform Leak check and provide AQMD 1415 form to personnel.							
		120	Isolate and Drain condenser.							
		130	Remove Chiller condenser end bell and Brush tubes. Document condition of tube sheet and tubes with bore scope.							
		140	Chemically clean if necessary using Public Works/Water Treatment contractor approved method and materials.							
		130	Install Chiller end bell with new gasket and Fill condenser with soft fresh water. purge air and Open isolation valves.							
		130	Inspect plumbing and valves for leaks, adjust as necessary.							
		130	log machine operating conditions as found and report any deficiencies to personnel.							
16	BCTHWBSN	10	Remove any dirt or debris which may clog the nozzles.							3
		20	Operating water level should not be less than 2 inches or greater than 6 inches deep.							
17	BCTCRSSFL	10	Inspect and clean the fill with the integral eliminators at least quarterly.							3
		10	Close the supply & intake water pipe valves, to the Cooling Tower. (Valve Exercise)							
18	BCTBASIN	20	Drain, clean, and flush the entire cold water basin with fresh water.							3
		30	When flushing basin, leave strainer in place to prevent sediment from re-entering system.							
		40	Remove the strainer after the basin has been flushed.							
		50	Clean and replace the strainer.							
		60	Open water supply & intake water valves before refilling.							
		70	Refill the basin with fresh water. Operating water level should not be less than 2 inches or greater than 6 inches deep.							
		80	Adjust the float to maintain the design operating level.							
		10	Inspect the valve annually for leakage. Replace the valve seat if necessary.							
19	BCTFILL1	10	If unit is already in operation, while fan is running, check for any unusual noise or vibration.							3
		20	With the fan off and the motor locked out and tagged, check the general condition of the fan:							
		30	Inspect for any loose or missing bolts in fan shaft bushing, fan hub, & fan shaft bearing(s)							
		40	Check fan blades for looseness by twisting blade by hand - should be no play or slippage.							
		50	Check fan blades for looseness by moving blade tip up & down - should be no play or slippage.							
		60	Inspect each blade for excessive scale build-up that could cause vibration & address any issues.							
		70	Check each blade in the area of the shank for any signs of cracking.							
		80	If cracking is found, lock out the fan motor immediately.							
20	BCTFAN	10	Each bearing is equipped w/ a lubrication fitting & a slinger/locking collar to keep out moisture.							3
		20	Lubricate the bearings with only a manual (NOT high pressure) grease gun.							
		30	Lubricate the bearings with only one compatible water resistant grease.							
		40	See Operation & Maintenance Manual Pg. # N18 for lubricant types.							
		50	Purge bearings every 2,000 hours of operation or once every 3 months, whichever occurs first.							
		60	Adjustable Motor Base: Coat the motor base slides and adjusting screws (refer to figure 2 on Page N							
21	BCTFNBRG	10	Clean the outside of the motor at least quarterly to ensure proper motor cooling.							3
		20	After prolonged shutdowns, check the motor insulation with an insulation tester prior to restarting							
		30	Thermoscan equipment for temperature reading.							
		40	Refer to Figure 2 on Page N11 of O&M manual.							
22	BCTFANMTR	10	Inspect general condition of the tower(2) and check unit for unusual noise or vibration							2
		20	Inspect air Inlet Louvers/Combined inlet shields for blockage or corrosion							
		30	Ensure equipment label matches asset description, recommend replace if necessary							
23	BCLNGTWR	10	Clean/Descal air Inlet Louvers/Combined inlet shields							2
		20	Drain cooling tower							
		30	Full cooling tower interior and exterior cleaning and media cleaning							
		31	Clean Hot Deck							
		32	Clean (make free of debris, scale, build-up, and oils) the Tower basin and Fan Housing							
		33	Open and Clean Distribution Pans							
		34	Clean Tower Surfaces and Basin							
		35	Remove all scale and growths							
		36	Vacuum tower sump							
24	BCLNGTWR1	37	Dispose of Debris							2
		10	Inspect Cooling Tower Finish for corrosion.							
		10	Clean Pan Stainer							
		30	Check Operating Level in Pan							
		40	Check Water Distribution System & Spray Pattern for proper operation							
		50	Check Fan Belt Tension and Adjust.							
		60	Check Fan Screens, Inlet louvers for dirt and or Debris							
		70	Vibration switch (Mech.) - Inspect Enclosure for loose wiring and moisture							
25	BCLGTWR	10	Clean and Flush Pan							1
		20	Check Drift Eliminators							
		30	Check the Fan Blades for Cracks, missing balance weights, and Vibrations							
		40	Lubricate Fan Shaft Bearings							
		50	Electronic water Level controller - Clean Probe Ends of Scale Build-up							
		60	Solenoid Make-up Valve - Inspect and Clean Valve of Debris							
		10	Electric Water Level Controller - Inspect Junction Box for Loose Wiring and Moisture							
26	BCLGTWR1	20	Drain cooling tower							1
		30	Full cooling tower interior and exterior cleaning and media cleaning							
		31	Clean Hot Deck							
		32	Disinfect Tower basin and Fan Housing							
		33	Open and Clean Distribution Pans							
		34	Clean Tower Surfaces and Basin							
		35	Remove all scale and growths							
		36	Vacuum tower sump							
27	BCLGTWR2	37	Dispose of Debris							1
		10	Lubricate Fan Motor Bearings - see Mfg.'s instructions. Every Two years							
		20	Inspect and Grease Sliding Motor Base							
		30	Inspect and Clean Protective Finish: -Galv. Scrape & coat with ZRC -SS clean & Polish w/ SS cleaner							
		40	Electronic Water Level Controller - Clean inside Standpipe							
		50	Vibration Switch - Adjust Sensitivity							
		60	Water Level Indicator - Inspect and Clean							
28	BCLGTWR3	20	Check Coil units while operating.							1
		40	Check coils and piping for leaks, damage and corrosion; document condition and provide repair proposal if needed.							
		45	Wash/clean coils and fans per manufacture requirements.							
29	BCTH									36

Job Plans and Routine Tasks

(ENCLOSURE A) EXHIBIT G.2

Preventive Maintenance (PM) Job Plans				PM - Frequency						No. of Equip. Assigned to PM
No.	Job Plan Name	Tasks	Preventative maintenance task description	Daily PM	Weekly PM	Monthly PM	Quarterly PM	Semi-Annual PM	Annual PM	
30	BCL	50	Lubricate blower shaft and fan motor bearings.							2
		60	Clean coil, drip pan, and drain line with solvent.							
		70	Ensure equipment label matches asset description, recommend replacing if necessary							
31	BDAMPER	10	Inspect the Unit for general Soundness.							8
		20	Cycle the system, making certain that the dampers open, close & seal tightly.							
		30	Lubricate actuators and linkages as per the manufacturer's recommendation.				X			
		40	Adjust actuators and damper linkage as necessary.							
32	BENGCTRL	10	Verify All Sensor have a reading on the Screen							1
		50	Ensure equipment label matches asset description, recommend replacing if necessary							
		60	Run system diagnostics test on Metasys ADX application.							
		70	Download full system back up and troubleshoot SNE communication issues if applicable.				X			
33	BH2OSFT	10	Check Controller & Valves for proper Operation			X				6
34	BH2OSFT2	10	Backwash Water Softener check for Resin Beads in the backwash							6
		20	Replace Resin Beads as Needed						X	
35	BH2OCHR	10	Replace Activated Carbon Media as Necessary						X	2
36	BPKGUNIT	10	Check with operating or area personnel for deficiencies.							6
		20	Check tension, condition, and alignment of belts; adjust as necessary.							
		30	Lubricate shaft and motor bearings.							
		40	Pressure wash condenser coils with coil clean solution, as required.							
		60	Clean electrical wiring and connections; tighten loose connections.							
		70	Clean evaporator coils, drain pan, blowers, fans, motors and drain piping as required.							
		80	Perform operational check of unit; make adjustments on controls and other components as required.							
		90	During operation of unit, check refrigerant pressure; and refrigerant as necessary.							
		100	Check compressor oil level; add oil as required.							
		110	Clean area around equipment.							
37	BPKGUNIT1	120	Fill out maintenance checklist and report deficiencies.							6
		130	Ensure equipment label matches asset description, recommend replacing if necessary							
38	BPUMP	50	Replace air filters (Tri-pleat merv 13)				X			12
		10	Check for proper operation of pump.							
		20	Check for leaks on suction and discharge piping, seals, packing glands, etc.							
		40	Check pump and motor operation for excessive vibration, noise and overheating.							
		50	Check alignment of pump and motor; adjust as necessary.							
		60	Clean exterior of pump and surrounding area.							
		70	Fill out maintenance checklist and report deficiencies.							
		80	Grease Bearings as necessary.							
		90	Ensure equipment label matches asset description, recommend replacing if necessary							
39	BREFLEAK	10	Perform Refrigerant Leak Detection Inspection & Testing.						X	1
40	BREFEEZR	10	Turn power off to unit							2
		20	Remove control and side panels. Flush condensate drain and check drain heater operation.							
		30	Vacuum, clean, and wash evaporator and condenser coils							
		40	Check and adjust fan belts and recommend replacement if needed							
		50	Replace air filters as needed							
		60	Check and lubricate all motor bearings and fan bearings							
		70	Check condenser, evaporator and inducer motors for proper voltage and amperage.							
		80	Reinstall all control and side panels							
		100	Check system for proper heating, cooling and air flow							
		110	Check and calibrate thermostat							
41	BWTRHTR	120	Ensure equipment label matches asset description, replace if necessary							1
		10	Check with operating or area personnel for deficiencies.							
		20	Check for water leaks to tank and piping. check for fuel system leaks.							
		30	Check gas burner and pilot for proper flame; adjust if required.							
		40	Check operation and condition of pressure relief valve.							
		50	Check and test automatic controls for proper operation.							
		60	Check draft diverter and clear openings, if clogged.							
		70	Check & tighten electrical wiring for fraying and loose connections on oil burner.							
		80	Check for proper water temperature setting; adjust as required.							
		90	Check condition of flue pipe, and chimney.							
		100	Drain sediment from tank.							
		110	Clean up area around unit.							
		120	Fill out maintenance checklist and report deficiencies.							
		130	Report any deficiencies							

PM Quantity Summary						
Amount of PMs per Period/Frequency and Year						
	Daily PM	Weekly PM	Monthly PM	Quarterly PM	Semi-Annual PM	Annual PM
Per Period/Frequency	0	0	11	78	19	104
Per Year:	0	0	132	312	38	104