

ANSWERS TO QUESTIONS FOR HEATING AND COOLING MAINTENANCE PROGRAM  
CONTRACT 202307-03

Question 1:

Please provide a copy of the current HVAC contract – Copy attached

Question 2:

Pages noted as 14 and 15 (in the spreadsheet portion) indicate inspections 4x/year however the wording on the bottom of page 15 indicate 3x/year.

- What is the frequency you are seeking?
- If it is 3x, which season of inspection are you seeking to skip?

Answer:

The 3x per year refers to the frequency of the maintenance visits for Cooling, 3 visits (heating is one time per year during the Nov 1 to Jan 31 time frame). The season that will be skipped is Feb 1 to Apr 30.

Question 3:

Forgot to ask about water treatment.

– verifying that you are seeking quarterly water treatment and not monthly.

Answer:

The 4x per year refers to the frequency of the water treatment for boilers (one visit each season listed). The cooling tower and chillers are 3x per year (sans the Feb 1 to Apr 30 quarter).

# PLANNED MAINTENANCE SERVICE CONTRACT

October 12, 2022



Prepared for:  
BERNICE RIZK

Name:

Naugatuck Board of Education

Equipment Sites:

Hop Brook Elementary 75 Crown Street
Maple Hill Elementary 641 Maple Hill Road
Andrew Avenue Elementary 140 Andrew Avenue
City Hill Middle School 441 City Hill Street
Cross Street Intermediate 120 Cross Street
Salem Elementary 124 Meadow St
Western Elementary 100 Pine Street
Hillside Intermediate 51 Hillside Avenue
Early Childhood Center 28 Central Avenue
Naugatuck High School 543 Rubber Avenue
Genesis Academy 600 Rubber Avenue



AUTHORIZED BUILDING  
CONTROLS SPECIALIST

Our Planned Maintenance service contract is designed to provide you with an ongoing maintenance program. The program will be initiated, scheduled, and monitored by our company. This agreement is custom designed to maximize the life of your equipment, minimize repairs, and minimize operating costs by keeping the equipment at peak operating efficiency. We are committed to being a partner in business and will work with you to make your building function efficiently and optimally.

CONTROLLED AIR INC. WILL PROVIDE THE FOLLOWING:

- A customized preventive maintenance schedule based on system requirements and individual equipment.
- All the necessary labor and material needed to perform the inspection service. Inspection procedures will follow Controlled Air's custom inspection procedures. See our inspection checklist for details.
- Inspection times/types are custom solutions based on the type of equipment being serviced, the environment the system resides in, our experience, and factory recommendations.
- Detailed record keeping of all work performed.
- Priority response is given to our contract customers during normal working hours. Emergency service will be available evenings, weekends and holidays.
- Critical areas will be given 24/7 emergency response.
- Common materials and parts will be available 24/7 and specialized parts will be provided expedited ordering.
- Additional work not included in the contract will be billed at a reduced time and materials rate.
- Instruction for the proper operation of the specified equipment.
- We take a proactive approach to repairs. We try to discover and anticipate any problems before they occur. For any issues discovered during the course of maintenance, a detailed report will be provided. This report will contain complete details regarding the issues found, as well as our recommendations for any necessary repairs along with pricing.
- Safety - The Controlled Air Team takes safety seriously and we integrate it into everything we do. All of our technicians participate in regular and thorough safety training. This means that you do not have to worry about our technicians and installers when we are working on your building.
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CONTROLLED AIR TEAM

You will be assigned a primary technician who will be your main contact. Your technician will make sure your facility is properly maintained and receives required maintenance and service. If for any reason your technician is unavailable you will also have a designated secondary technician who is familiar with your account and building system.

For especially difficult problems, a Support Manager will be assigned to assist in finding a solution so you always get the best possible results.

Controlled Air, Inc. will work as liaison to manufacturers. Our service department will maintain a relationship with all major manufacturers giving us access to their expertise in your specific type of equipment. We are also factory authorized dealers making it easier to provide warranty repairs.

Our highly skilled technicians are all OSHA-certified, have EPA licenses to handle refrigerants, and follow all guidelines for hazardous waste material disposal.

For all critical problems our design and engineering team is available to provide support.

## BUILDING MANAGEMENT SYSTEMS

For building management and controls systems we provide inspection and preventive maintenance service that will keep the equipment and programs in good operating order.

See our maintenance schedule for a detailed listing. Inspections will be based on visits to your site as well as dial up review of operation.

We will also provide:

- Dial-in support for online diagnosis.
- Licensing renewal of your software to keep it up to date, secure and functioning efficiently.
- On-going remote diagnosis.
- Alarm set up to notify Controlled Air, Inc. of any issues. Critical alarms will automatically notify the emergency technician on duty.
- System monitoring with technician availability 24/7.

## INDOOR AIR QUALITY

Indoor air quality is very important. Breathing quality indoor air is critical for good health. Employees spend a significant amount of time indoors where pollutants can cause irritation of the eyes, nose, and throat, headaches, dizziness, and fatigue. These symptoms lead to a loss in productivity. Controlled Air, Inc. helps alleviate issues revolving around poor indoor air quality by:

- Changing filters;
- Performing economizer maintenance allowing for proper air ventilation;
- Emptying and cleaning drain pans;
- Design parameters to meet indoor air quality requirements for your specific circumstance.

YOU AGREE TO:

- Operate the specified equipment per our instructions.
- Promptly notify us of any unusual operating conditions.
- Permit our service technicians to use your common building maintenance tools such as ladders.
- Permit only our service technicians to work on the specified equipment.

GENERAL CONDITIONS

**Maintenance Occurs:** 8:00 AM to 5:00 PM Monday through Friday excluding holidays.

**System Design and Performance:** This contract does not cover system design or its performance in maintaining design conditions unless the system was installed by Controlled Air, Inc.

**Damage:** We will not be responsible for any damage caused by obsolescence or acts of God or for any special, incidental, or consequential damages resulting from or occasioned by the failure of the specified equipment.

**Exclusions:** Cabinets and ductwork, water supply and drain beyond the specified equipment. Rust corrosion and exposure to the elements. Repair or replacement of non-maintainable sections and components such as boiler vessels, furnace heat exchangers, shell and tube heat exchangers, valve bodies, heating and cooling coils, pipe insulation, and glycol. Electrical service beyond the specified equipment disconnect switch. Cost of expedited and over-night shipping. Damage to equipment caused by vandalism, electrical power brownouts, unexpected freezing, and damage due to weather and natural disasters. Work made necessary by the enforcement of government codes or building and union regulations. Repairs necessary to restore the specified equipment to satisfactory condition occasioned by someone other than our service technicians working on the specified equipment. Crane service. Any labor and material required to bring up to date obsolete components or equipment.

**Guarantee & Warranty:** We are committed to offering the best service, installation, and design work in class and the highest level in customer satisfaction. All work is performed by licensed service technicians who receive direct factory instruction and our own in-house training. Because we are one of the largest HVAC companies in the State of Connecticut, we have an excellent working relationship with all major manufacturers and are authorized as warranty providers. We guarantee all of our work including installation, design and service. If the job is not done to your satisfaction or if a problem is discovered that is due to our error, we will make the necessary corrections and/or repairs at no cost to you. All parts come with a 1 year warranty unless otherwise noted.

**CONTRACT TERMS:**

**Contract Price Yearly:** \$99,288.00

**Payments Terms:** Quarterly Billing

**Contract Will Commence On:** November 1, 2022

**Automatic Renewal:** This agreement will automatically be renewed on a yearly basis unless notice of termination is given.

**Termination:** Either party may terminate this contract by notifying the other in writing at least 30 days before the anniversary date.

**Annual Contract Price Adjustment:** The annual contract price can only be adjusted at the anniversary date unless equipment is added or subtracted from the original agreement during its term.

**Payment:** Payment will be due to Controlled Air Inc. within 30 days from invoice date. Invoices can be paid by Check or ACH. Any payment past due shall bear monthly interest at the maximum interest rate permissible under the statute of the State of Connecticut. You will also be responsible for any attorney's fees if the account is turned over to an attorney and also shall be liable for Sheriff fees, court costs and any other expenses of collection.

**Effective only upon acceptance:** This contract is not binding on the parties until: The equipment has been checked by our service technician; and the contract is signed as accepted by Controlled Air, Inc.

**Hourly Rates:** You will be given a 20% discount from the current hourly rate for contract service customers for any repairs or service performed beyond the inspection services. These rates may increase yearly.

**Hourly rates effective 7/1/21:**

8:00 AM to 5:00 PM, Monday through Friday (Excluding Holidays)  
- \$145.00 Per hour for HVAC repairs  
All other times (overtime) - \$197.00 Per hour for HVAC repairs

## Hop Brook Elementary

QTY	MANUFACTURER	MODEL #	SERIAL #	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	HB Smith	Series 28A-14	N92 199	Hot Water Boiler	Basement
1	HB Smith	Series 28A-14	N92 200	Hot Water Boiler	Basement
1	Peerless	EC/ECT175 W/S	562416-200610	Steam Boiler	Basement
1	Champion	60BV2SR10CCAD	BV 39873	Air Compressor	Basement
1	Hankison	HPR5-10	H510A1151707042	Air Dryer	Basement
4				Air Handlers	Various
1	Trane			Condenser	
1				Makeup Air Unit	
7				Exhaust Fans	
2	Armstrong			Hot Water Pumps	Basement
1	AO Smith			Hot Water Heater	

## Maple Hill Elementary

QTY	MANUFACTURER	MODEL #	SERIAL #	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	HB Smith	Series 28A-9		Hot Water Boiler	Basement
1	HB Smith	Series 28A-9		Hot Water Boiler	Basement
1	Curtis	8SN8CD		Air Compressor	Basement
1	Hankison	HPR5-10-115		Air Dryer	Basement
3				Fresh Air Unit	
3				Air Handlers	
1				ACU-9 A/H	
1				Condenser	
12				Exhaust Fans	
2				Hot Water Pumps	Basement
1				Hot Water Heater	

## Andrew Avenue Elementary

QTY	MANUFACTURER	MODEL #	SERIAL #	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	Mitsubishi	PUHY-P72TKMU-A	94W02894	VRF Heat Pump	Outside
1	Mitsubishi	PUHY-P96TKMU-A	89W02431	VRF Heat Pump	Outside
1	Mitsubishi	PUHY-P96TKMU-A	8XW02441	VRF Heat Pump	Outside
1	Mitsubishi	PUHY-P120TKMU-A	8XW03093	VRF Heat Pump	Outside
1	Mitsubishi	PUHY-P120TKMU-A	89W03025	VRF Heat Pump	Outside
1	Mitsubishi	PUMY-P48NKMU-2	8YUD0231A	D/S Heat Pump	Outside
1	Unknown			Air Compressor	Mechanical Room
6	Mitsubishi			ERV	Various
3	Carrier			H/V Air Handler	Mechanical Room
20	Mitsubishi			Cassette	Various

## Salem Elementary

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	HB Smith	Series 28A-6	N2001-886	Steam Boiler	Basement
1	HB Smith	Series 28A-6	N2001-1237	Steam Boiler	Basement
5	Unknown			Condensate Tanks	Basement
4	Witt			Air Handlers	Basement
5				Exhaust Fans	
2				Hot Water Heater	Basement

City Hill Middle School

QTY	MANUFACTURER	MODEL	SERIAL #	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	De Dietrich	GT-413A		Hot Water Boiler	Boiler Room
1	De Dietrich	GT-413A		Hot Water Boiler	Boiler Room
1	Burnham	MPC4		Hot Water Boiler	Boiler Room
1	Burnham	MPC4		Hot Water Boiler	Boiler Room
1	Carrier	30HXC206RZ-640K		Chiller	Mechanical Room
1	BAC	33235-JM		Cooling Tower	Roof
1	Curtis			Air Compressor	Boiler Room
1	Hankison	HPR5-10		Air Dryer	Boiler Room
2	Powers Control			Air Compressor	Mechanical Room
1	Hankison	HPR5-10		Air Dryer	Mechanical Room
3				Multizone AHU	
4				H/V Air Handler	
4				A/C Air Handler	
3				Condenser	
2				CHW Pumps	
2				CW Pumps	
4				Hot Water Pump	
17				Exhaust Fans	

Cross Street Intermediate

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	Burnham	V9A/V11		Steam Boiler	Boiler Room
1	Burnham	V9A/V11		Steam Boiler	Boiler Room
1	Skidmore			Condensate Tank	Boiler Room
1	Quincy	QC01003S00375		Air Compressor	Boiler Room
1	Hankison	HPR5-10-115		Air Dryer	Boiler Room
1	Trane			Air Handler	
2				Rooftop Units	
11				Exhaust Fans	
2				Hot Water Pump	

Western Elementary

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	Weil McLain	88 Series 2		Steam Boiler	Basement
1	Weil McLain	88 Series 2		Steam Boiler	Basement
1	Thermal Solutions	EVA0750BN1-UAAS		Hot Water Boiler	
1	Shipco	BVC		Condensate Tank	Basement
1	Quincy			Air Compressor	
1				Multizone AHU	
2				Rooftop Units	
8				Exhaust Fans	
1				Hot Water Heater	

Genesis Academy

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT	EQUIPMENT LOCATION
2	Heil			Gas Furnace	Attic
2				Condenser	



Hillside Intermediate

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	HB Smith	Series 28A-S/W-10	N2002-401	Steam Boiler	Basement
1	HB Smith	Series 26A-10	N2001-1154	Steam Boiler	Basement
1	B&G			Condensate Tank	Basement
1	Powerex	AS105104		Air Compressor	Basement
1	I/R	D31ECA100	WCH1012759	Air Dryer	Basement
3				H/V Air Handler	
14				Exhaust Fans	
2				Hot Water Heater	
1				Combustion Fan	Basement

Early Childhood Center

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
1	Burnham	V1113		Steam Boiler	Boiler Room
1	Burnham	V1113		Steam Boiler	Boiler Room
1				Condensate Tank	Boiler Room
1	Powers Control			Air Compressor	Boiler Room
1	Hankison			Air Dryer	Boiler Room
1				Air Handler	
8				Exhaust Fans	
1				Hot Water Pump	
2				Hot Water Heater	

Naugatuck High School

QTY	MANUFACTURER	MODEL#	SERIAL#	EQUIPMENT TYPE	EQUIPMENT LOCATION
6	Viessmann	CM2 620		Hot Water Boiler	Boiler Room
1	MultiStack	MS50Z7H2W-V		Chiller	Basement
1	MultiStack	MS050XC3H2W2AAC		Chiller	Basement
1	Smith	19HE-06	19HE-6-114642	Hot Water Boiler	Basement
2	Marley			Cooling Towers	Roof
1				Air Compressor	Basement
1	Hankison			Air Dryer	Basement
9	York			Rooftop Unit	Roof
1	Carrier			Rooftop Unit	Roof
1	McQuay			Rooftop Unit	Roof
2	Aaon			Rooftop Unit	Roof
5	Carrier			Multizone AHU	
4	York			ERU	
1	Carrier			Air Handler	
1	Carrier	38AH-064---621JA		Condenser	Roof
7	Mitsubishi	PURY-144PYKMU-A		VRF	Roof
5	Mitsubishi	PURY-120PYKMU-A		VRF	Roof
2	Mitsubishi	PURY-96PYKMU-A		VRF	Roof
1	Desert Aire			Pool D/H Unit	Roof
1				Fan Coil Unit	
24				Exhaust Fans	
4				Hot Water Heater	
3				Hot Water Pump	
2				CHW Pump	
2				CW Pump	

SCHEDULE OF WORK

EQUIPMENT	INSPECTIONS PER YEAR	AIR FILTER CHANGES PER YEAR	BELT CHANGES PER YEAR	OTHER SERVICES	SEASON
Boilers	1	-	-	Water Treatment	Fall
Chillers	1	-	-	Water Treatment	Spring
Cooling Towers	1	-	-	Water Treatment	Spring
Rooftop Units	3	3	1		Spring/Fall/Winter
Air Handlers	3	3	1		Spring/Fall/Winter
Multizone Air Handler	3	3	1		Spring/Fall/Winter
H/V Air Handler	3	3	1		Spring/Fall/Winter
ERU Air Handler	3	3	1		Spring/Fall/Winter
Dehumidification Unit	3	3	1		Spring/Fall/Winter
Condensers	1	-	-		Spring
VRF Outdoor Unit	3	-	-		Spring/Fall/Winter
Air Compressor	1	1	1		Spring
Air Dryer	1	-	-		Spring
Exhaust Fans	3	-	1		Spring/Fall/Winter
ERV	1	-	-		Spring
Hot Water Pumps	2	-	-		Fall/Winter
Chilled Water Pumps	1	-	-		Spring
Condenser Pumps	1	-	-		Spring
Gas Furnace	2	3	-		Spring/Fall
Hot Water Heater	2	-	-		Spring/Fall
Combustion Fan	2	-	1		Fall/Winter
Fan Coil	2	2	1		Spring/Fall
Cassette	3	3*	-		Spring/Fall/Winter
Makeup Air Unit	3	3	1		Spring/Fall/Winter
D/S Heat Pump	3	3*	-		Spring/Fall/Winter
Condensate Tanks	1	-	-		Fall

NOTES: Filters are MERV8 pleated type. \*These filters cleaned thrice annually.

SCHEDULE OF WORK

- Spring Maintenance – Occurs between April 1 – June 30
- Summer Maintenance – Occurs between July 1 – September 30
- Fall Maintenance – Occurs between October 1 – December 31
- Winter Maintenance – Occurs between January 1 – March 31

SPRING PROCEDURE  
MULTISTACK CHILLER

Disassemble Condenser Water Piping
Clean Condenser Plate Exchangers
Inspect And Tighten Electrical Connections
Inspect Compressor Contactors
Reassemble Condenser Water Piping
Check Compressor Oil Level
Meg Compressor Windings
Start Chiller and Review Operation
Measure Compressor Voltage
Measure Compressor Amperage
Check Refrigerant Level
Check Compressor Oil Level
Check Crankcase Heaters
Check Safeties
Seasonal Shutdown
Secure Chiller For Winter

SPRING PROCEDURE  
SCREW CHILLER

Punch Condenser Tubes
Inspect And Tighten Electrical Connections
Inspect Compressor Contactors
Replace External Oil Filters
Meg Compressor Windings
Start And Review Chiller Operation
Measure Compressor Voltage
Measure Compressor Amperage
Check Refrigerant Level
Check Compressor Oil Level
Check Crankcase Heaters
Check Safeties
Seasonal Shutdown
Secure Chiller For Winter

SPRING PROCEDURE  
COOLING TOWER

Clean Water Sump
Inspect Motor And Lubricate Bearings
Inspect Gear Drive
Inspect And Clean Water Nozzles
Fill Tower For Season
Check For Proper Operation

Seasonal Shutdown
Drain Tower And Shut Off Water Supply

ERV PROCEDURE

Clean Filters
Check For Proper Operation Of Unit

FALL PROCEDURE

GAS BOILER

Inspect And Service Burner
Clean And Adjust Pilot
Check Ignition
Inspect And Clean Combustion Passages
Check Safety Controls
Inspect Gas Piping And Shutoff Valve
Perform Combustion Analysis
Test Relief Valve
Test Low Water Cut-Off
Check Altitude Gauge
Check Expansion Tank

FALL PROCEDURE

OIL FIRED BOILER

Inspect And Service Burner
Replace Fuel Filters, Strainer, And Nozzle
Inspect Electrodes/Igniter
Inspect And Clean Combustion Passages
Set Up Burner, Perform Combustion Analysis
Test Relief Valve
Test Low Water Cut-Off
Check Altitude Gauge
Check Expansion Tank
Check Safety Controls

SPRING COOLING PROCEDURE

ROOFTOP UNIT/SPLIT SYSTEMS

Change Air Filters
Replace Belts
Inspect Pulleys And Sheaves
Grease And Lube Motors And Bearings
Inspect Evaporator Coil
Inspect Condenser Coil
Inspect Evaporator Blower Motor
Inspect Condenser Fan Motor
Inspect And Tighten All Electrical Connections
Check Refrigerant Level

FALL AND WINTER PROCEDURE

ROOFTOP UNIT

Change Air Filters
Inspect Motors And Bearings (Lube As Required)
Inspect Belts (Adjust As Required)
Inspect Pulley
Inspect Heating/Cooling Coils
Check Electrical Connections For Tightness
Inspect Relays And Contactors
Check Operation Of Temperature Controls.
Cycle Safety Controls
Cycle Fan Control

Check Compressor Oil Level	Inspect Heat Exchanger
Measure Compressor Amperage	Inspect And Clean Burners
Measure Compressor Voltage	Test Ignition System And Burner Operation
Check Crankcase Heater	Check Gas Pressures
Clean Condensate Drain And Trap	
Check Operating Controls	
Check Safeties	
Inspect Operation Of Economizers	
All Access Panels Are Back In Place	
All Power Is Restored	

SPRING PROCEDURE  
ALL AIR HANDLERS

FALL AND WINTER PROCEDURE  
ALL AIR HANDLERS

Change Air Filters	Change Air Filters
Inspect And Lube Motors And Bearings	Inspect Motors And Bearings
Replace Belt	Inspect And Adjust Belt
Inspect Pulley And Sheave	Inspect Pulley And Sheave
Inspect Coils	Inspect Coils
Inspect And Tighten Electrical Connections	Inspect And Tighten Electrical Connections
Inspect Relays And Contactors	Inspect Relays And Contactors
Clean Condensate Drain, Trap, And Pan.	

SPRING PROCEDURE  
POOL DEHUMIDIFICATION UNIT

FALL AND WINTER PROCEDURE  
POOL DEHUMIDIFICATION UNIT

Change Air Filters	Change Air Filters
Inspect And Lube Motors And Bearings	Inspect Motors And Bearings
Replace Belt	Inspect And Adjust Belt
Inspect Pulley And Sheave	Inspect Pulley And Sheave
Inspect Coils	Inspect Coils
Inspect And Tighten Electrical Connections	Inspect And Tighten Electrical Connections
Inspect Relays And Contactors	Inspect Relays And Contactors
Clean Condensate Drain, Trap, And Pan	Clean Condensate Trap And Drain
Check Refrigerant Level	Check Refrigerant Level
Measure Compressor Amperage	Measure Compressor Amperage
Measure Compressor Voltage	Measure Compressor Voltage
Check Crankcase Heater	Check Crankcase Heater
Check Hot Water Pump Operation	Check Hot Water Pump Operation
Check Condenser Fan Motor Operation	Check Condenser Fan Motor Operation
Inspect Condenser Coil	Inspect Condenser Coil

SPRING PROCEDURE  
VRF OUTDOOR UNIT

FALL AND WINTER PROCEDURE  
VRF OUTDOOR UNIT

Check Refrigerant Level	Check Refrigerant Level
Check Compressor Oil Level	Check Compressor Oil Level
Check Crankcase Heater	Check Crankcase Heater
Inspect And Tighten Electrical Connections	Inspect And Tighten Electrical Connections
Inspect Outdoor Fan Motor	Inspect Outdoor Fan Motor

Measure Compressor Amperage	Measure Compressor Amperage
Measure Compressor Voltage	Measure Compressor Voltage
Meg Compressor Windings	Check Safeties
Check Safeties	Review Operation
Review Operation	

**EXHAUST FANS**

Change/Inspect And Adjust Belt
Lubricate Motor And Bearings Every 6 Months
Check Alignment
Check For Proper Operation

**GAS HOT WATER HEATER**

Clean And Adjust Pilot
Check Main Burner Operation
Check Safety And Operating Controls
Test Relief Valve

**MAKE-UP-AIR UNIT**

Change Air Filters Or Clean Inlet Screens
Inspect Motors And Bearings (Lube As Required)
Replace Belts Or (Adjust As Required)
Inspect Pulleys
Check Operation Of Temperature Controls.
Cycle Safety Controls
Cycle Fan Control
Check Electrical Connections For Tightness
Inspect Relays And Contactors
All Access Panels Are Back In Place
All Power Is Restored

**SPRING PROCEDURE**

**FALL AND WINTER PROCEDURE**

**DUCTLESS SPLIT HEAT PUMP SYSTEM**

**DUCTLESS SPLIT HEAT PUMP SYSTEM**

Clean Air Filters	Clean Air Filters
Inspect Evaporator Coil	Inspect Evaporator Coil
Inspect Condenser Coil	Inspect Condenser Coil
Lube Motors And Bearings If Applicable	Lube Motors And Bearings If Applicable
Inspect Indoor Blower Motor Operation	Inspect Indoor Blower Motor Operation
Inspect Outdoor Fan Motor Operation	Inspect Outdoor Fan Motor Operation
Inspect And Tighten All Electrical Connections	Inspect And Tighten All Electrical Connections
Inspect Relays And Contactors	Inspect Relays And Contactors
Check Refrigerant Level	Check Refrigerant Level
Measure Compressor Amperage	Measure Compressor Amperage
Measure Compressor Voltage	Measure Compressor Voltage
Check Crankcase Heater	Check Crankcase Heater
Clean Condensate Drain And Trap	Clean Condensate Drain And Trap
Check Operation Of Condensate Pump	Check Operation Of Condensate Pump

Check Operating Controls	Check Operation Of Temperature Controls
Check Safeties	Check Operation Of Low Ambient
All Access Panels Are Back In Place	All Access Panels Are Back In Place
All Power Is Restored	All Power Is Restored

**PUMP INSPECTION**

Inspect Seals
Lubricate Motor And Bearings
Check Couplings
Check Alignment
Check For Proper Operation

**SERVERY FAN COIL UNIT**

Change Air Filter
Change Belt If Applicable
Clean Drain
Verify Operation

**VRF CASSETTE**

Clean Filter
Verify Unit Operation

**COMBUSTION FAN**

Replace Or Adjust Belt
Verify Fan Operation

**CONDENSATE TANK**

Check Operation Of Pumps
Test Operation Of Water Makeup Valve
Check For Leaks

**AIR COMPRESSOR**

Drain Tank
Change Oil
Inspect Safety Valve
Lubricate Motor
Change Belt
Change Coalescent Filter

**AIR DRYER**

Check Refrigeration Pressures
Check Air Temp
Brush Condenser Coil And Air Grills
Inspect Drain Trap And Bypass Valve

**CHILLER CHEMICAL TREATMENT**

Monthly Analytical Testing
Emailed Reports
Review Treatment Program W/ Operating Personnel

**BOILER CHEMICAL TREATMENT**

Monthly Analytical Testing
Emailed Reports

Review Treatment Program W/ Operating Personnel

COOLING TOWER CHEMICAL TREATMENT
Monthly Analytical Testing
Emailed Reports
Review Treatment Program W/ Operating Personnel
One Legionella Test Per Season



CONTRACT ACCEPTANCE:

We both acknowledge that this proposal contains our entire agreement.

**Your Acceptance:**

**Company:**

Accepted By: Bernice Rick

Print Name Bernice Rick

Title: Business Manager

Date: 10/25/22

**Our Acceptance:**

*Rich Vaughn*

Rich Vaughn  
Customer Support Manager  
203 809-1876 Mobile

PLANNED MAINTENANCE SERVICE CONTRACT PROPOSAL– **Date:** October 12, 2022

Equipment Site: Naugatuck School District

Contract Price Yearly: \$99,288.00

For acceptance, please sign and return.