

Bid # 6100043382
Attachment #3

PREVENTATIVE MAINTENANCE (PM) PROGRAM

The PM requirements below apply only to active equipment and devices.

Utility Plant PM Functions

Daily

- Boiler water tests for PH Alkalinity Hardness and Conductivity.
- Blow down boiler once per shift.
- Blow down water column once per shift.
- Fill Chemical tanks with water.
- Adjust chemicals to match proper chemistry once per day.
- Record all systems every hour including levels on DA and surge tanks.
- Clean out return condensate line and Boiler condensate line.

Weekly

- Regenerate water softeners as needed for make-up water.
- Grease all equipment.
- Check emergency generator batteries, oil, charge rate, belts, and fluids.

Monthly

- Run emergency generator for 2 hours under load. Re-check all systems after cool down.
- Check fuel tanks for generator and heating oil tank for boilers.
- Check all pumps and re-pack as required.
- Check and clean all air handlers.
- Check and clean all air compressors.

Annually

- Tear down and clean all boilers for annual inspection (Internal), and facilitate all annual boiler inspections by regulatory and insurance inspectors.
- Clean out DA and surge tanks (Internal).
- Change oil annually, or as required by manufacturer.

Plumbing PM Functions

Daily

- Check Bar Screen Bldg. for blocks and trash removal

Weekly

- Check all Mechanical Rooms for issues with steam, condensate or water
- Check all active hot water tanks for proper temperature throughout the facility.

Monthly

- Conduct a walking inspection of all Steam and Water lines to look for issues.
- Pour water in all traps including floor drains

HVAC PM Functions

Daily

- As an overall Preventative Maintenance program: Monitor air temperatures and operational status of HVAC Equipment using BAS program.

Weekly

- Conduct visual inspection of all mechanical equipment – repair and adjust as necessary

Monthly

- Check and adjust belts, and lubricate motors as applicable for all active HVAC equipment such as AHU's, RTU's, Split Systems, Exhaust Fans, Downdraft Systems, Supply Air Fans, and Heat Recovery Systems.

Quarterly

- Check filters and replace as required, and grease bearings for all active HVAC equipment such as AHU's, RTU's, Split Systems, Exhaust Fans, Downdraft Systems, Supply Air Fans, and Heat Recovery Systems.

Semi-Annually

- Change filters and belts, and grease bearings on all active HVAC equipment such as AHU's, RTU's, Split Systems, Exhaust Fans, Downdraft Systems, Supply Air Fans, and Heat Recovery Systems.
- Clean and inspect all Steam Coils.

Annually

- Clean evaporator, condenser, and steam coils as applicable on all active HVAC equipment such as AHU's, RTU's, Split Systems, Exhaust Fans, Downdraft Systems, Supply Air Fans, and Heat Recovery Systems.