

2026 HVAC AND PLUMBING EQUIPMENT INSPECTION AND MAINTENANCE SCOPE OF WORK

Contractor shall provide a monthly inspection and scheduled maintenance; listed in the Scope of Work, to all HVAC and Plumbing equipment; listed in Schedule A, according to the terms and conditions herein to (hereafter refer to as Customer). Technicians used on-site **must be** certified for service of AAON and Daikin equipment located at Spring Mill Inn, Spring Mill State Park.

****Contractor must have access to the AAON service tool and software first day of contract and maintain access through the length of the contract.**

Contractor must have access to a Daikin Service Checker tool and software first day of contract and maintain access through length of the Contract.**

A. Contractor shall:

1. Perform scheduled maintenance and inspection as outlined in this Scope of Work.
2. Scheduled maintenance and inspection shall be on only equipment listed in Schedule A.
3. Furnish Customer with a written report of each inspection and of any conditions which require repairs or corrective action. If authorized by the Customer, contractor will make the needed repairs at the Customer service rate listed in the Scope of Work.
4. Provide filters as listed in Schedule A for a monthly change.
5. Perform scheduled maintenance and inspection functions as a part of the Scope of Work fee to include:

Monthly Inspection Items – 1 On-site visit per month:

- Check in with onsite contact
- Connect software to VRV system, complete visual inspection of all systems checking system for alarms, error codes, and proper system operation
- Complete visual inspection of all condensers and fluid cooler, check coils for debris, light cleaning as needed
- Complete visual inspection of Air Handlers, checking coils, replacing filters, and checking operation of heat recovery wheels
- Complete visual inspection of mechanical room equipment including boilers, hydronic pumps, water heaters, expansion tanks and system gauges
- Report and provide list of recommended repairs, actions, suggestions for improved equipment operation, efficiency, and dependability

Quarterly Inspection Items– (January, April, July, October) In Conjunction with Monthly Inspection items:

• Daikin VRV System

- Collect and record (1) hour of operational data, using Daikin Service Checker software, for monitoring equipment operation and active system errors
- Analyze data and confirm proper operation of all systems
- Confirm that all indoor units and heat recovery boxes are communicating
- Check high and low refrigerant pressures
- Check to ensure calibration of all EEV/LEV valves

- Confirm proper sub cooling and super heat
- Confirm proper discharge super heat
- Confirm proper Hex temperatures and refrigeration flow
- Check that all oil indicators are working
- Confirm operation of reversing valves
- Confirm operation of crank case heaters
- Check range of all thermistors
- Check unit for voltage and phase imbalance
- Check all electrical connections
- Clean Condenser Coils

- **AAON Condensers**

- Clean Condenser Coils

- **Indoor Units**

- Check pipe in/out temperatures
- Confirm Sub Cooling/Super heat in correct range on all indoor units

- **Controls**

- Connect to BMS system to monitor room set point vs. actual temperatures
- Retain BMS provider to ensure system will receive updates throughout length of contract.
- BMS provider will provide visits to meet with staff and check the BMS system two times per year.

- **Air Handler 145**

- Clean evaporator coil, reheat and aux. heat coil

- **Water Softeners**

- Check salt level
- Check overall condition

***Spring Inspection Items – To be completed in conjunction with April Onsite Visit**

- **Indoor Cassette, wall mounted, and floor concealed units – A client representative will be required to accompany Contractor personnel in all occupied rooms**

- Complete a visual inspection of all cassette units
- Pull and wash indoor cassette and wall mounted unit filters
- Check Evaporator coil for dust, dirt, and debris
- Check condensation drain line on all wall mounted units for proper drainage
- Remove and clean condensate drain pan on all cassette and ducted units
- Check thermostats for proper operation
- Check for all electrical connections
- Test and check all refrigerant monitors for proper operation

- **Air Handling Units**

- Check amp draw on all fan motors
- Check electrical connections on all VFD's, blow out with compressed air
- Check operation of dampers, if applicable
- Check condensation drain piping for proper drainage, add algae tablets
- Check and adjust, as needed, all safety controls
- Check and adjust, as needed, all operating controls
- Check condition of evaporator coils and heat coils and reheat coils as applicable
- Check electrical connections on AHU integration kits

- **AAON Condensing Units**

- Clean condenser coils
- Check electrical connections
- Check and adjust, as needed, all safety controls
- Check and adjust, as needed, all operating controls
- Lubricate applicable bearings and motors

- **Ducted VRV units**

- Check and adjust, as needed, all safety controls
- Check and adjust, as needed, all operating controls
- Check all electrical connections

- **Gas Water Heaters**

- Check water heater gas connections
- Check condensate drain, replace condensate neutralizers
- Check operation
- Check electrical
- Check for leaks on tank
- Check expansion tank pressure

- **Exhaust Fans**

- Check belts, if applicable
- Check balance to avoid vibration
- Grease and lubricate bearings
- Clean and check for grease buildup
- Check amp draw on motors

***Fall Inspections – To be completed in conjunction with October Onsite Visit**

- **Indoor Cassette, wall mounted, and floor concealed units – A client representative will be required to accompany Contractor personnel in all occupied rooms**
 - Complete a visual inspection of all cassette units
 - Pull and wash indoor cassette and wall mounted unit filters
 - Check Evaporator coil for dust, dirt and debris
 - All Evaporator Coil cleanings will need to be client approved and billed in addition to this contract at a rate of \$ [REDACTED] per Evaporator Coil X 29 Evaporator Coils = \$ [REDACTED] check condensation drain line on all wall mounted units for proper drainage
 - Remove and clean condensate drain pan on all cassette and ducted units
 - Check thermostats for proper operation
 - Check all electrical connections
 - Test and check all refrigerant monitors for proper operation
- **Air Handling Units**
 - Check amp draw on all fan motors
 - Check electrical connections on all VFD's, blow out with compressed air
 - Check operation of dampers, if applicable
 - Check condensation drain piping for proper drainage, add algae tablets
 - Check and adjust, as needed, all safety controls
 - Check and adjust, as needed, all operating controls
 - Check condition of evaporator coils and heat coils and reheat coils as applicable
- **Ducted VRV units**
 - Check and adjust, as needed, all safety controls
 - Check and adjust, as needed, all operating controls
 - Check all electrical connections
- **AAON Condensing Units**
 - Clean condenser coils
 - Check electrical connections
 - Check and adjust, as needed, all safety controls
 - Check and adjust, as needed, all operating controls
 - Lubricate applicable bearings and motors
- **Boilers**
 - Test the low water level cut off
 - Test the manual reset high temperature limit
 - Test the low gas pressure switch
 - Test operating controls
 - Check the combustion chamber
 - Inspect burners for any signs of deterioration or corrosion, inspect combustion chamber
 - Inspect and clean as needed copper finned tube heat exchanger
 - Replace ignition electrode and gasket
 - Inspect venting system
 - Check gas connections and fittings for leaks
 - Perform combustion analysis
 - Blow down stainers including AHU strainers

- Check expansion tank pressures
- Check air vent on top of hydraulic separator for proper operation
- Check glycol levels in loop
 - **Electric Hanging and Wall Heaters**
- Check amp draw
- Check electrical connections
- Check fan operation
 - **Backflow Preventers**
- Test backflow
- Update backflow inspection date
- Provide inspection paperwork to owner and water service provider
 - **Software Maintenance**
- Quarterly visits to apply updates and perform ongoing staff training and system review
- Renew Software Maintenance Agreement with Tridium (This grants access to all updates released while SMA is active)
- Install and verify Niagara software updates

6. PM service activities will be completed according to schedule listed in “Exhibit A”

B. Excluded from this Scope of Work:

1. Parts, Material, glycol, and refrigerant needed for repairs.
2. Altering equipment from manufacturer’s recommendations.
3. Acts of God i.e., lightning, flood, wind, etc.
4. Belts if applicable

C. Customer Shall:

1. Provide access to the building and to the equipment to be serviced, and remove any fixtures, merchandise, walls, etc. necessary for the performance of work under this Scope of Work.
2. Operate covered equipment according to manufacturer’s recommendations.
3. Call only Contracted personnel to perform service on the covered equipment.
4. Make all payments in full when due.

D. Terms of Agreement:

1. Initial terms of this Agreement shall continue in force for a period of one (1) year with either party able to cancel with a thirty (30) day written notice. To not interrupt service, this Contract can be renewed on a year-to-year basis after the original term ends unless customer or Contractor gives the other written notice not to renew at least thirty (30) days prior to the end of the Agreement term. Billed quarterly; paid in arrears.

Quarterly Invoice Amount =\$ _____

TOTAL FOR ALL SERVICES=\$ _____

