Miami-Dade County

General Services Administration / Preventive Maintenance for the Department of Human Services

Phase I Service Agreement

I. PURPOSE

Under this agreement, GSA will provide an assessment of the condition of various buildings and equipment located at seven DHS facilities (listed in Attachment A), perform initial preventive maintenance tasks, and provide DHS with a Comprehensive Facility Assessment Report that will include a customized Preventive Maintenance Plan for each facility.

II. TERM

The term of this Phase I Service Agreement will be for 13 weeks contingent upon a mutually agreed start date by all parties involved. Attachment B contains the proposed implementation timeline.

III. SCOPE

Under this agreement, GSA's Facilities and Utilities Management Division (GSA/FUMD) will provide DHS with an initial assessment of the buildings and equipment at seven selected DHS facilities. Simultaneously with the inspection, the Preventive Maintenance and Repair (PMR) Team will also perform thorough preventive maintenance service on the equipment at these facilities. At the end of Phase I, GSA will provide DHS a written Comprehensive Facility Assessment Report containing a customized Preventive Maintenance Plan for the seven DHS facilities, a list of all repairs needed and a list of capital projects that should be undertaken. In addition, the report will contain a description of aesthetic improvements that could be undertaken at each facility.

The following paragraphs lay out the general work plan that the PMR Team will follow to implement this Phase I Site Assessment at each facility:

Step 1: Planning and Scheduling

a. Coordinate with Program Manager or his/her designee (Facility Liaison) to schedule initial visit.
b. Review existing inventory of equipment.
c. Identify existing Work Orders and determine status.
d. Meet with personnel at each facility to identify issues/concerns.
e. Determine what materials/equipment will be required to perform initial preventive maintenance.

f. Schedule subsequent visits and arrange for after-hours access to buildings/equipment.
g. Establish how the PMR Team personnel conducting the Phase I assessment in the evenings will communicate with the Facility Liaison.

Step 2: Complete Inspection and Comprehensive Initial Preventive Maintenance Tasks

a. Perform thorough assessment of buildings and equipment and complete annual preventive maintenance tasks. Attachment C lists and describes the initial preventive maintenance tasks that will be completed during Phase I, and lists tasks that will be performed during monthly, quarterly and annual preventive maintenance service as necessary.
b. Identify peripheral equipment.
   Identify deficiencies in each system, needed repairs, and equipment that should be replaced. NOTE: All deficiencies that require immediate repair will be brought to the attention of the DHS Designee.
c. Identify aesthetic improvements that could be made to each facility.

Step 3: Customize PM Program and Develop Report

a. Compile information gathered at each site.
b. Write Comprehensive Facility Assessment Report to include the following for each facility:
   - An overall assessment of the general condition of the building(s) and systems,
   - a customized Preventive Maintenance Plan,
   - a list of capital equipment that should be replaced and capital projects that should be undertaken,
   - a list of recommended repairs with recommended priorities,
   - broad cost estimates for various types of repairs, and
   - a list of improvements that may be undertaken to the aesthetic appearance of the facility.

Step 4: Completion of Phase I Assessment

a. Submit Comprehensive Facility Assessment Report to DHS.
b. Conduct meeting with interested parties to discuss the findings, address questions and discuss start date for initiating the recommended preventive maintenance plans (Phase II).

IV. PHASE I SERVICE DETAILS

Staffing for the Phase I Site Assessment and initial preventive maintenance service will consist of a Building Maintenance Supervisor and two maintenance mechanics from FUMD's PMR Team. Attachment B illustrates the proposed timeline GSA has developed to complete Phase I on the selected DHS buildings.

Juan Silva, Physical Plant Manager will be the GSA/FUMD Manager in charge of this project. Andres Perez, Building Maintenance Supervisor, will be in charge of the day-to-day operations of the PMR Team and serve as DHS' initial point of contact within GSA for matters relating to this project. Gale Aldrich will be the DHS Manager for this project

and will thus be GSA's principal point of contact for the services described under this agreement. Carlos Dunn of the Park and Recreation Department/Deering Estate will act as the DHS Designee and provide on-demand technical advice as requested by DHS.

GSA/FUMD will set up a separate numbering scheme within its exiting AS400 service tracking system so that Preventive Maintenance tasks may be tracked separately from GSA Service Tickets and Work Orders. All time and materials used at each site to perform the various tasks will be entered by a Building Manager Assistant located in GSA's Central Support Facility.

V. HANDLING OF SERVICE REQUESTS

During Phase I, all requests for services for any of the pilot facilities will be submitted to the Building Maintenance Supervisor, whether the request is initiated by the PMR Team or by DHS personnel working in the facilities. If the item is an emergency, the Building Maintenance Supervisor will either deploy personnel from the PMR Team or contact CMRS.

The majority of non-emergency repairs will be included in the Comprehensive Report for review and prioritization by DHS and the DHS Designee at the conclusion of Phase I. At the discretion of the Building Maintenance Supervisor, the PMR Team may undertake small repairs during Phase I that could be completed without disrupting the Phase I workplan.

VI. PHASE I COST AND PRICING INFORMATION

A. Personnel

GSA will bill DHS a fixed labor charge of $31,762 that will cover all labor associated with the Phase I assessment including evaluation of the facilities, development of the customized PM plans and the Initial thorough PM service under Phase I. This amount does not include labor charges related to work other than that specified herein. If, GSA/FUMD identifies a necessary repair that falls outside the scope work detailed in this agreement, it will be brought to the attention of the DHS designee, subject to DHS approval, and billed separately.

The Park & Recreation Department will bill DHS for Carlos Dunn's time based on his hourly rate including fringe benefits.

B. Parts & Supplies

GSA will bill DHS a fixed parts and supplies charge of $9,208 for work performed under this Phase I agreement.

C. Invoicing

GSA will invoice DHS during weeks 4, 8 and 12 of Phase I with a breakdown by facility. The Parks and Recreation Department will invoice DHS on a quarterly basis including supporting details on dates and hours worked and tasks performed.

This agreement incorporates the following attachments:

Attachment A - List of DHS Facilities and Program Managers
Attachment B - Phase I Proposed Timeline
Attachment C - List of Representative Preventive Maintenance Tasks

This agreement shall be effective only after the ratification of all parties listed below as evidenced by their respective signatures.

This agreement in no way binds either party to participate in Phase II which consists of the implementation of the customized Preventive Maintenance plan developed under this Phase I agreement. If DHS wishes GSA to continue to provide Preventive Maintenance services beyond the initial term specified in this agreement, the parties shall execute a Phase II Service Agreement.

IN WITNESS WHEREOF, the undersigned agree to the terms and conditions specified in this Service Agreement.

DATE:

Wendi Norris, Interim Director
General Services Administration

Mae D. Bryant, Ph. D, Interim Director
Department of Human Services

Vivian Donnell Rodriguez, Director
Park & Recreation Department

CC:

Corinne Brody, CMO
Tony Crapp, CMO
Alina T. Hudak, CMO
Jennifer Glazer-Moon, OSBM
Jerry S. Hall, GSA/FUMD
Kevin Lynskey, OSBM
Phyllis Tynes-Saunders, DHS
Jose Perez, GSA/CMRS
Annette Fromm, Park and Recreation Department
Carlos Dunn, Park and Recreation Department

Attachment A

The following table illustrates the name, location, size and average age of the buildings included in the scope of work for the Phase I Service Level Agreement. The table also lists contact information for the DHS On-Site Program Manager at each facility.

	FACILITY NAME	PHYSICAL ADDRESS	NO. OF BUILDINGS	SIZE (ft^2)*	AGE (yrs.)	DHS ON-SITE PROGRAM MANAGER	CONTACT INFORMATION
1	Culmer Neighborhood Service Center	1600 N.W. 3rd Ave. Miami 33136	3	38,493		Linda Taylor	(305) 579-2820
2	Opa Locka Neighborhood Service Center	16405 N.W. 25th Ave. Miami 33054	1	17,128		Lucius Campbell	(305) 623-6500
3	West Dade Adult Day Care	6950 Waterway Drive, South Miami	1	5,879	1	Maggie Novoa	(305) 267-6372
4	Edison/Little River Neighborhood Service Center	150 NW 79 St, Miami	1	19,662	21	Nelson B. Lorie	(305) 758-9662
5	Frankie Shannon Rolle Neighborhood Service Center	3750 S. Dixie Hwy, Miami	1	24,686	36	Joan Carter	(305) 446-3311
6	Emergency Housing North	2301 N.W. 54th Street Miami 33142	1			Anthony Turner	(305) 638-6001
7	North Dade Victims Center (Advocates – North)	7831 N.E. Miami Court, Miami 33138	1	25,000	40	Oscie Fryer	(305) 758-2804

*Square footage is estimated.

Attachment B
Phase I Service Level Agreement Timeline

Proposed Sites	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
	07/04/05	07/11/05	07/18/05	07/25/05	08/01/05	08/08/05	08/15/05	08/22/05	08/29/05	09/05/05	09/12/05	09/19/05	09/26/05
Culmer Neighborhood Service Center													
Opa Locka Neighborhood Service Center													
West Dade Adult Day Care													
Edison/Little River NSC													
Frankie Shannon Rolle NSC													
Emergency Housing North													
North Dade Victims Center (Advocates – North)													

Planning and Scheduling
Compiling Information and Preventative Maintenance
Customizing PM Program and Report writing
Completion of Phase I Site Assessment

Attachment C: Representative Preventive Maintenance Tasks

Phase I Service Agreement
General Services Administration /
Preventive Maintenance for the Department of Human Services
Miami-Dade County

This attachment contains a listing of the tasks that will be performed during the Initial (Phase 1) Assessment, as well as a listing of preventive maintenance tasks for each system and the typical frequency of performance (monthly, quarterly, etc.). At the conclusion of the Phase I site assessment, GSA will provide a report with a customized preventive maintenance plan for each facility. Based on the condition of the assets and infrastructure at the various facilities, the tasks and/or frequency of performance that GSA will recommend in the customized Preventive Maintenance plan may differ from the general guidelines included in this attachment.

GSA/FUMD will perform Preventive Maintenance to the building assets/systems listed below during the Phase I site assessment initiated under this Service Agreement. Note that some of the categories below may not apply to all of the subject buildings:

Alarm & Fire Safety Systems
General Facilities
Windows & Doors
Indoor Environmental Management
Energy Efficiency
Electrical
Lighting
Kitchen Exhaust

Security Systems
Plumbing Systems
Restrooms and Showers
Drainage Systems
Exhaust Fans
Supply Fans
Pumps
Air Handlers

Split Systems
Package units: HVAC Systems
Fan Coil Units
Wall Units
Chillers
Cooling Towers
Landscaping

PM Category	ALARM AND FIRE SAFETY PREVENTIVE MAINTENANCE
Description	Alarm PM consists of validating that all equipment is present and functional however, only certified professionals should perform repairs or routine maintenance of these systems.
Phase I Assessment	A Monthly and a Quarterly inspection will be performed during the Phase one Site Assessment.
Monthly	Fire systems 1. Check main panel for alarms and troubles. 2. Check main panel for updated inspections and repairs. 3. Walk through of site to insure integrity of all fire systems, including fire alarm devices, fire extinguishers. Tag of each fire extinguisher will be signed during inspection. 4. Check emergency exit lights and visibility of signage. 5. Check emergency lighting battery back-up system.
Quarterly	Alarm systems 1. Visual inspection of all devices connected to fire alarm system. 2. Report all malfunctioning devices to proper authorities. Public Address 1. Test public address system.
Semi-Annually	N/A
Annually	N/A

PM Category	GENERAL FACILITIES PREVENTIVE MAINTENANCE
Description	Includes offices, classrooms, bedrooms, bathrooms, auditoriums, storage closets, kitchens and dining areas, etc. Consult the Facilities Manager and staff to assert if there are additional deficiencies. PM should also include overall condition, switches, timers, piping and valves, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines. Preventive maintenance for the general facilities also includes lighting, alarm systems, fire equipment, walls, flooring and HVAC systems.
Phase I Assessment	1. Walk each building room by room inspecting condition of all finishes, plumbing systems, electrical systems, Air Conditioning system, and any **building related** equipment. 2. Identify condition of all building related systems and place in report. 3. Identify all equipment/appliances that will be placed on the scheduled Preventive Maintenance schedule. 4. Appliances such as beverage dispensers, stoves, ovens, broilers, refrigerators, grills, microwaves, cookers and fryers, toasters, dishwashers, freezers, and drink coolers will be not part of the survey or the regular Preventive Maintenance schedule other than for limited visual inspection. Water heaters, garbage disposals, exhaust ducts and hoods, and ice machines may be part of the Preventive Maintenance schedule for repair depending on the circumstances. 5. Recommend course of action for repairs and/or replacements. 6. Make minor repairs noted and approved from Phase one survey.
Monthly	1. Ensure paper/flammable materials are placed away from heat sources. 2. Check access routes for safety and ADA compliance. Make minor repairs and report violations to County Designee. 3. Check that all emergency exits are visible and clear from impediments. 4. Inspect floors for excessive wear, tears, broken tiles, stains, and tripping hazards. Report needed repairs to County Designee. 5. Inspect steps, stairs, ramps and runners. Correct or make remedial repairs to prevent slipping and tripping hazards immediately. 6. Inspect the condition of walls, toe boards and ceilings for cracks, leaks, and the need for paint or other finishes, and general damage. 7. Inspect the structural integrity of building. 8. Inspect all movable partitions.
Quarterly	1. Inspect seals on refrigerators and freezers
Semi-Annually	N/A
Annually	1. Inspect beams and joists for deficiencies such as rot, termites bowing, splitting, and fungus. 2. Inspect foundation and floors for cracking, slippage, and water ingress. 3. Inspect overall building for signs of failure.
Comments	Appliances such as beverage dispensers, stoves, ovens, broilers, refrigerators, grills, microwaves, cookers and fryers, toasters, dishwashers,

	freezers, and drink coolers will not be part of the survey and the regular Preventive Maintenance other than for limited visual inspection. Water heaters, garbage disposals, exhaust ducts and hoods, and ice machines will be part of the Preventive Maintenance schedule for inspection and depending on the circumstances, minor repairs will be conducted.

PM Category	**WINDOWS AND DOORS PREVENTIVE MAINTENANCE**
Phase I Assessment	Windows 1. Document type of windows during survey. 2. Identify condition of windows and attached accessories/hardware. 3. Recommend course of action for repair or replacement. 4. Make minor repairs or screw window shut, depending on circumstances. Doors 1. Visual inspection on condition of doors. 2. Identification mark placed on top of the hinge side of jamb. 3. Minor adjustments of hinges, locks, and closers. 4. Recommendation on repair and replacement of door, jamb, and associated hardware.
Monthly	N/A
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A
Upon Request or Failure	As Needed

PM Category	INDOOR ENVIRONMENTAL MANAGEMENT PREVENTIVE MAINTENANCE
Description	This includes offices, classrooms, bedrooms, bathrooms, auditoriums, storage closets, kitchens and dining areas, etc. Consult the Facilities Manager and staff to assert if there are additional deficiencies.
Phase I Assessment	1. Walk each building room by room inspecting for water intrusion, condensation, and unusual odors. 2. Identify condition of Air Conditioning, Heating and Ventilation systems as it relates to Indoor Air Quality. 3. Check general operating conditions including building temperature, humidity, noise, and lighting.
Upon Agency Request	*See above*
Monthly	N/A
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A
Comments	If items of suspicion are found, further survey of the systems may be required by a qualified laboratory.

PM Category	ENERGY PREVENTIVE MAINTENANCE
Description	This includes offices, classrooms, bedrooms, bathrooms, auditoriums, storage closets, kitchens and dining areas, etc. Consult the Facilities Manager and staff to assert if there are additional deficiencies.
Phase I Assessment	1. Make some recommended energy saving suggestions. 2. Check timers and controls for lights and sprinkler systems. 3. Check general condition of the seals on exterior doors and windows. 4. Check temperatures throughout building and suggest recommended temperature setting suggestions. 5. Check for window treatment and tinting and make recommendations.
Upon Agency Request	See above
Monthly	N/A
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A

PM Category	ELECTRICAL PREVENTIVE MAINTENANCE
Description	This includes offices, classrooms, bedrooms, bathrooms, auditoriums, storage closets, kitchens and dining areas, etc. Consult the Facilities Manager and staff to assert if there are additional deficiencies.
Phase I Assessment	1. Inspect the condition of all electrical receptacles and schedule replacement of any missing covers. 2. Check timers and controls for lights and sprinkler systems. 3. Check for overloaded circuits and any misuse of electrical receptacles such as extension cords, daisy chaining of power strips, etc. 4. Check receptacles for problems using a receptacle tester. 5. Inspect for missing electrical box covers. 6. Check for proper placement of GFI receptacles and test to insure they work. 7. Inspect all ground straps and lighting rods for stability and functionality. 8. Check condition of electrical rooms and remove debris as needed. Any storage will be brought to the attention of the site supervisor and the County Designee. 9. Note any electrical problems and place in Phase two report for future repair.
Monthly	1. Inspect the condition of all electrical receptacles and replace any missing covers. 2. Check for overloaded circuits and any misuse of electrical receptacles such as extension cords, daisy chaining of power strips, etc. 3. Inspect for missing electrical box covers. 4. Inspect all ground straps and lighting rods for stability and functionality. 5. Check for proper placement of GFI receptacles and test to insure they work. 6. Check condition of electrical rooms and remove debris as needed. Any storage will be brought to the attention of the site supervisor and the County Designee.
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A

PM Category	LIGHTING PREVENTIVE MAINTENANCE
Description	This includes offices, classrooms, bedrooms, bathrooms, auditoriums, storage closets, kitchens and dining areas, etc. Consult the Facilities Manager and staff to assert if there are additional deficiencies.
Phase I Assessment	1. Inspect the condition of all light fixtures and report all needed repairs to site supervisor and County Designee. 2. Check timers and controls for lights. 3. Check for missing lens covers, exposed wires, excessive noise from fixture, etc. 4. Request lighting survey from Florida Power and Light.
Monthly	1. Inspect the condition of all light fixtures and report all needed repairs to site supervisor and County Designee. 2. Check timers and controls for lights. 3. Replace any bulbs that are out or blinking. 4. Replace ballasts as needed.
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A

PM Category	KITCHEN EXHAUST PREVENTIVE MAINTENANCE
Description	Several Kitchen exhaust system were found out of service and in disrepair during the Initial site survey. An extensive report on these systems will need to be conducted.
Phase I Assessment	1. Inspect condition of Kitchen exhaust and determine if all inspections are updated and system is working. NOTE: Most large hood systems need to be inspected by a qualified Hood Inspector. All Fire suppression systems, fire dampers; fusible links, etc. must be inspected according to NFPA standards. 2. Scope of work per hood system will need to be defined on a building-by-building basis.
Monthly	1. Check noise/vibration 2. Check general operating conditions – sufficient or excessive evacuation from hood. 3. Inspect make-up filter if applicable and change if needed. 4. Check and adjust belts on fan. 5. Walk through kitchen and note hood cleanliness.
Quarterly	N/A
Semi-Annually	1. Lubricate bearings as needed. 2. Lubricate fan motors as needed. 3. Check and tighten all foundation fasteners and vibration isolators.
Annually	1. Check and tighten electrical connections. 2. Exercise breakers. 3. Check AMP readings at unit disconnect with unit full ON. 4. Meg all units 10 HP and up. 5. Check fan rotation. 6. Inspect ductwork and internal sprinkler heads. This should be conducted by an Authorized Licensed Vendor. 7. Identify merchants who are not cleaning ducts annually and inform County Designee.

PM Category	SECURITY SYSTEM PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Security system of a building. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	Several sites have GSA Security systems already in place. 1. Inspect condition of all door contacts. 2. Inspect condition of all window contacts. 3. Inspect condition of all motion sensors. 4. Inspect condition of all panels. 5. Define extent of Security system and place in report. 6. Define further PM tasks as needed per site.
Monthly	1. Inspect condition of all door contacts. 2. Inspect condition of all window contacts. 3. Inspect condition of all motion sensors. 4. Inspect condition of all panels.
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A

PM Category	PLUMBING SYSTEM PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Plumbing system of a building. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Inspect condition of all lavatories. 2. Inspect condition of toilets and urinals. 3. Inspect condition of all water fountains. 4. Inspect condition of all bathtubs and showers. 5. Inspect condition of all kitchen sinks. 6. Inspect condition of exposed supply and drain piping. 7. Inspect condition of all valves. 8. Define further PM tasks as needed per site.
Monthly	Minor adjustments/repairs can be addressed while a member of the Preventive Maintenance team is present, as long as the repair is reported while still on site, and PM team member has time to handle the job, and has the needed tools and equipment. Repair notes and status will be placed on a Service Request form and turned into the County Designee.
Quarterly	N/A
Semi-Annually	N/A
Annually	1. Check ADA accessibility hardware and report violations. 2. Check condition of all plumbing fixtures, and make adjustments. Report potential plumbing failures, odors and unhealthy conditions. 3. Check and adjust water flow for sinks, showerheads, and toilets. Inspect condition of all toilet partition hardware, restroom hardware (i.e. hand dryers, toilet paper dispensers, paper towel dispensers, soap dispensers, etc.) and report deficiencies for repair.

PM Category	RESTROOM AND SHOWER PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of Restroom and Shower stalls of a building. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	A complete Semi-annual inspection of all restrooms will be conducted and placed in the final report for each site.
Monthly	1. Minor adjustments/repairs can be addressed while a member of the Preventive Maintenance team is present, as long as the repair is reported while still on site, and PM team member has time to handle the job, and has the needed tools and equipment. Repair notes and status will be placed on a Service Request form and turned into the County Designee.
Quarterly	N/A
Semi-Annually	1. Inspect condition of all toilet partition hardware, restroom hardware (i.e. hand dryers, mirrors, toilet paper dispensers, trash receptacles, paper towel dispensers, soap dispensers, etc.) and report deficiencies for repair. 2. Inspect floors and walls for broken tiles, water damage. Report findings to County Designee. 3. Check ADA accessibility hardware and report violations.
Annually	N/A

PM Category	DRAINAGE SYSTEM PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Drainage system of a building. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various drainage systems associated with the building and the surrounding site (i.e. trench drains, storm drains, French drains, floor drains, etc.). 2. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Phase One Site Assessment and Annually once Phase Two is accepted.	Drainage systems will require a visual inspection to assess the conditions of the system and its surroundings. (Examples – If a drain is getting clogged by leaves from surrounding trees or is infested by Drain Flies or dries up due to loss of water within the P-trap, etc.)
Monthly	N/A
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A

PM Category	EXHAUST FAN PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of an Exhaust Fan. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Exhaust fans associated with the building (i.e. toilet exhaust fan, Smoke Exhaust, Kitchen exhaust fan, kiln room exhaust fan, etc.). 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	Tasks and frequencies of fans will be established upon visual inspection of fan and after reviewing Manufacturers recommendations.
Quarterly	
Semi-Annually	
Annually	

PM Category	SUPPLY FAN PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Supply Fan for a building. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Supply fans associated with the building and the surrounding site (i.e. fresh air fan, Stairwell air supply fan, Kitchen supply fan, etc.). 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	Tasks and frequencies of fans will be established upon visual inspection of fan and after reviewing Manufacturers recommendations.
Quarterly	
Semi-Annually	
Annually	

PM Category	PUMP PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Pump. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Pumps associated with the building and the surrounding site (i.e. Lift Station pump, Lawn Sprinkler pump, Chilled water pump, Condenser water Pump, etc.). 2. Gather information on pump and get manufacturers recommended preventive maintenance tasks. 3. Some Lift Station Pumps are required to have Monthly inspections by a licensed vendor who has passed the requirement of DERM. 4. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	Check that Lift Station Vendor is performing Preventive Maintenance inspections
Quarterly	N/A
Semi-Annually	1. Check noise/vibration/packing. 2. Lubricate as per manufacturers recommendations.
Annually	1. Inspect/replace seals and packing glands as necessary. 2. Record full load amperes of drive motor. 3. Meg 10 HP and up – record Meg Ohm readings 4. Service starters; tighten all electrical connections 5. Check alignment on couplings.

PM Category	AIR HANDLER PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of an Air Handler. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Gather information on air handler and get manufacturers recommended preventive maintenance tasks. 2. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	1. Check noise/vibration 2. Check general operating conditions.
Quarterly	1. Inspect filters, change if necessary 2. Check all dampers for proper operating sequence (i.e. fan outlet valves, outside air, return air, relief dampers, etc.). 3. Check and adjust belts as necessary. 4. Check condensate drains – clean drain pans and flush with biocide. 5. Eliminate pockets of standing water.
Semi-Annually	1. Lubricate as necessary – Bearings and Exhaust fan motors. 2. Check economizer dampers and lubricate as needed. 3. Check control functions, paying special attention to limit controls (i.e. freeze-stat, fire stat, smoke/duct detector, etc.). 4. Check and tighten all foundation fasteners and vibration isolators. 5. Pressure wash coils if needed. 6. Check and tighten electrical connections. 7. Exercise breakers. 8. Check AMP readings at units disconnect with unit full ON. 9. Meg all units 10 HP and up. 10. Check felt on dampers and replace as necessary. 11. Check fan rotation.
Annually	Depending on recommendations from Manufacturer and site conditions.

PM Category	SPLIT SYSTEM PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Split System. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Split HVAC Systems associated with the building, and the areas that they serve. 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	1. Check noise/vibration 2. Check general operating conditions.
Quarterly	(All units) 1. Inspect filters, change if necessary 2. Check all dampers for proper operating sequence (i.e. fan outlet valves, outside air, return air, relief dampers, etc.). 3. Check and adjust belts as necessary. 4. Inspect Evaporator coils 5. Check refrigeration lines (insulation, oil leaks) 6. Check condensate drains – clean drain pans and flush with biocide. 7. Eliminate pockets of standing water.
Semi-Annually	1. Lubricate as necessary – Bearings and Exhaust fan motors. 2. Check economizer dampers and lubricate as needed. 3. Check control functions, paying special attention to limit controls (i.e. freeze-stat, fire stat, smoke/duct detector, etc.). 4. Check and tighten all foundation fasteners and vibration isolators. 5. Pressure wash coils if needed. 6. Check and tighten electrical connections. 7. Exercise breakers. 8. Check voltage at disconnect with unit full ON. 9. Check AMP readings at units disconnect with unit full ON. 10. Meg all units 10 HP and up. 11. Check felt on dampers and replace as necessary. 12. Check fan rotation. 13. Check fan blades 14. Check safety controls 15. Check refrigerant system pressure (Hi-side, Lo-side, Oil Pressure, Super Heat and Sub-Cooling) only on systems with appropriate fittings.
Annually	Depending on recommendations from Manufacturer and site conditions.

PM Category	PACKAGE UNIT PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Package Unit. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Package HVAC Systems associated with the building, and the areas that they serve. 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	1. Check noise/vibration 2. Check general operating conditions.
Quarterly	1. Inspect filters, change if necessary 2. Check all dampers for proper operating sequence (i.e. fan outlet valves, outside air, return air, relief dampers, etc.). 3. Check and adjust belts as necessary. 4. Inspect Evaporator coils 5. Check refrigeration lines (insulation, oil leaks) 6. Check condensate drains – clean drain pans and flush with biocide. 7. Eliminate pockets of standing water.
Semi-Annually	1. Lubricate as necessary – Bearings and Exhaust fan motors. 2. Check economizer dampers and lubricate as needed. 3. Check control functions, paying special attention to limit controls (i.e. freeze-stat, fire stat, smoke/duct detector, etc.). 4. Check and tighten all foundation fasteners and vibration isolators. 5. Pressure wash coils if needed. 6. Check and tighten electrical connections. 7. Exercise breakers. 8. Check voltage at disconnect with unit full ON. 9. Check AMP readings at units disconnect with unit full ON. 10. Meg all units 10 HP and up. 11. Check felt on dampers and replace as necessary. 12. Check fan rotation. 13. Check fan blades 14. Check safety controls 15. Check refrigerant system pressure (Hi-side, Lo-side, Oil Pressure, Super Heat and Sub-Cooling) only on systems with appropriate fittings.
Annually	Depending on recommendations from Manufacturer and site conditions.

PM Category	FAN COIL UNIT PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Fan Coil Unit. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Fan Coil HVAC Systems associated with the building, and the areas that they serve. 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	1. Check noise/vibration 2. Check general operating conditions.
Quarterly	(All units) 1. Inspect filters, change if necessary 2. Check all dampers for proper operating sequence (i.e. fan outlet valves, outside air, return air, relief dampers, etc.). 3. Check and adjust belts as necessary. 4. Inspect Evaporator coils 5. Check refrigeration lines (insulation, oil leaks) 6. Check condensate drains – clean drain pans and flush with biocide. 7. Eliminate pockets of standing water.
Semi-Annually	1. Lubricate as necessary – Bearings and Exhaust fan motors. 2. Check economizer dampers and lubricate as needed. 3. Check control functions, paying special attention to limit controls (i.e. freeze-stat, fire stat, smoke/duct detector, etc.). 4. Check and tighten all foundation fasteners and vibration isolators. 5. Pressure wash coils if needed. 6. Check and tighten electrical connections. 7. Exercise breakers. 8. Check voltage at disconnect with unit full ON. 9. Check AMP readings at units disconnect with unit full ON. 10. Meg all units 10 HP and up. 11. Check felt on dampers and replace as necessary. 12. Check fan rotation. 13. Check fan blades 14. Check safety controls
Annually	Depending on recommendations from Manufacturer and site conditions.

PM Category	WALL UNIT PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Wall Unit. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Wall HVAC Systems associated with the building, and the areas that they serve. 2. Gather information on fan and get manufacturers recommended preventive maintenance tasks. 3. Establish the best type of Preventive Maintenance program to perform maintenance on them and set up a schedule.
Monthly	1. Check noise/vibration 2. Check general operating conditions.
Quarterly	1. Inspect filters, change if necessary 2. Inspect coils 3. Check refrigeration lines (insulation, oil leaks) 4. Check condensate drains – clean drain pans and flush with biocide. 5. Eliminate pockets of standing water. 6. Check unit housing and seal to wall or window.
Semi-Annually	1. Check and tighten all foundation fasteners. 2. Pressure wash coils if needed. 3. Check and tighten electrical connections. 4. Exercise breakers. 5. Check voltage at disconnect with unit full ON. 6. Check AMP readings at units disconnect with unit full ON. 7. Check safety controls
Annually	Depending on recommendations from Manufacturer and site conditions.

PM Category	CHILLER UNIT PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Chiller Unit. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the various Chiller HVAC Systems associated with the building, and the Air Handlers they serve that they serve. 2. Trace out system identifying associated pumps, Water Treatment systems, Cooling Towers, etc. 3. Gather information on unit and get manufacturers recommended preventive maintenance tasks. 4. Establish the best type of Preventive Maintenance program to perform maintenance on equipment and set up a schedule.
Monthly	1. Check operation and maintain log of critical pressures and temperatures 2. Operate purge as needed.
Quarterly	1. Check strainers on condenser lines 2. Monitor contract with contracted vendor.
Semi-Annually	Depending on recommendations from Manufacturer and site conditions.
Annually	A contract with one of the County's vendors that provide maintenance of this equipment may be needed if not already in place.

PM Category	COOLING TOWERS PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Cooling Tower. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify Manufacturers recommendations for the Preventive Maintenance of their Cooling Tower. 2. Check hot beds and fill. 3. Check for leaks 4. Check Water Treatment schedule and program. 5. Check fan blades and motor. 6. Check drains and blow downs 7. Check Isolation valves. 8. Check general condition of tower. 9. Make recommendations of any repairs or energy savings.
Monthly	1. Test water treatment. 2. Inspect operation of float valve. 3. Inspect water level and blow down. 4. Inspect spray nozzles for proper operation. 5. Inspect distribution pans, louvers and sumps for algae growth. 6. Check for leaks. 7. Check and lubricate fan motor and gear box.
Quarterly	1. Perform electrical PM on fan and motor. 2. Check drive belt tension and check belt for wear. 3. Check and lubricate all bearings. 4. Check for vibrations. 5. Check chemical feed units condition.
Semi-Annually	1. Check and operate all valves on cooling water system. 2. Check general condition of Cooling Towers and its surrounding areas. 3. Check strainers for debris. 4. Clean cooling tower as needed. 5. Inspect all metal surfaces for rust.
Annually	1. Assist Water Treatment Company in annual cleaning of Cooling Towers.

PM Category	LANDSCAPING PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of Landscaping. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	GSA will walk the grounds of each site assessing the general condition of the following: 1. Parking lot asphalt and stripping. 2. Sidewalks and curbs. 3. Trees and shrubs. 4. Playground equipment. 5. Grass and planters. 6. Fences and gates. 7. Tripping hazards 8. Pest control problems. 9. Proper exterior lighting.
Upon Agency Request or as needed.	Landscaping or grounds maintenance is part of the Preventive Maintenance program for inspection only and GSA will make every attempt to notify the agency when a problem is noticed that might affect the employees and visitors to a site. Some Items identified in Phase One may be accomplished once by the Repair team once Phase Two is accepted.
Monthly	N/A
Quarterly	GSA will walk the grounds of each site assessing the general condition of the following: 1. Parking lot asphalt and stripping 2. Sidewalks and curbs 3. Playground equipment 4. Fences and gates 5. Tripping hazards Proper exterior lighting
Semi-Annually	N/A
Annually	N/A

PM Category	ROOF PREVENTIVE MAINTENANCE
Description	The tasks described below are the general tasks performed by GSA during the Preventive Maintenance of a Roof. Tasks may change once a site has been visited and the scope of the PM updated to reflect the site's needs.
Phase I Assessment	1. Identify the Roof condition of the building. 2. Identify any remedial action that can be taken to keep roof in good condition or action to be taken until roof can be replaced. 3. Gather information on unit and get manufacturers recommended preventive maintenance tasks. 4. Establish the best type of Preventive Maintenance program to perform maintenance on roof and set up a schedule.
Monthly	1. Walk roof to check for problems. 3. Remove all debris. 4. Check for overhanging foliage. 5. Check for clogged drains. 6. Check for clogged overflow scuppers. 7. Check for loose flashing. 8. Check for bubbles or air pockets 9. Check for signs of ponding. 10. Check for loose seams.
Quarterly	N/A
Semi-Annually	N/A
Annually	N/A