



PURCHASING DEPARTMENT

August 11, 2024

Addendum #1

50018-250001

Campus Living & Housing HVAC Preventative Maintenance

ITM 1: Number of Fan Coils

Garner = 39

Richmond = 20

Jewett = 31

Hunter = 46

Robinson= 37

ITM 2: Update Jewett Has 2 boilers

ITM 3: Jewett Hall has two air handlers located on the second floor

ITM 4: See Appendix A below for Maintenance Schedule:

APPENDIX A- MAINTENANCE SCHEDULE

QUARTERLY	SEMIANNUAL	ANNUAL
CHILLERS		
Perform leak checks.	Clean condenser and evaporator coils.	Check oil pump and seals. Check oil heater and thermostat. Check all strainers, valves, etc
Check condenser subcooling.	Check compressor and evaporator heater operation.	Check refrigerant level and condition.
Check superheat on the evaporator & the economizer feed to the compressor.		Check all alignments to specification. Check all seals, provide lubrication where necessary.
Check liquid line sight glass/moisture indicator.		Check refrigerant level and condition.
Check programmable operating setpoints & safety cutouts, assure they are correct for the application.		

Check fan motor blades and bearings.		
CHILLED WATER AIR HANDLING UNITS		
Change filters or check filter service quality. Mark each filter with the date	Inspect drive and belts, make any necessary adjustments.	Wipe external panels.
that is was replaced.	Wipe filter section clean.	Inspect and adjust motor mounts.
Inspect and lubricate bearings.	Verify impellers free of debris.	Clean cooling and heating coils.
Check operation and report issues	Check condition of coils.	Clean primary and secondary condensate pans.
Change filters or check filter service quality. Mark each filter with the date	Flush condensate drain.	Wipe external panels.
	Check fuses and tighten all electrical connections	
	inspect fan relays, heating coil operation, and pulley assignment, make any necessary adjustments.	
BOILERS		
Inspect boiler control, water level, setpoints, and heating elements.	Clean strainers, traps and discharge valves.	Inspect air intake damper and back draft damper linkages, and adjust if necessary
Inspect all safety devices for safe operation of boiler.	Access the fireside and clean all internal surfaces, vacuum surfaces, and remove all debris.	Lubricate damper actuator linkage moving parts and pivot points.
Inspect all pressure relief valves to verify proper operation.	Inspect all fuel solenoid valves for unusual noises, full closure, and proper operation.	Check ignition electrode/pilot for proper gap/flame, adjust if necessary.
Verify proper gas pressure and visibly check burners.		Check/test burner control panel/system for the following indication lights/safety devices/alarms; flame failure, high/low gas/oil pressure, and air switch.
Inspect burner natural gas valves and oil valves		Inspect combustion fan motor and ensure that fan is secured tightly to shaft.
Verify flue integrity.		Lubricate and clean fan blades (If fan is belt driven, check for proper alignment).
Inspect all electrical systems, including wiring and connections.		Check low/high water limit controllers, adjust/tighten linkages if necessary.
Inspect overall operation al cycle		Ensure proper operation of low/high temperature limit controllers.
FAN COIL UNITS		

APPENDIX A- MAINTENANCE SCHEDULE

	Check blower wheel.	Clean primary pan, coils, and flush drain line.
	Check condition of evaporator coil.	Check electrical connections for tightness
	Check drain pan and drain line for proper flow.	
	Wipe filter section and external panels clean. Change filters where needed	
PUMPS (*MONTHLY • GREASE MOTOR & PUMPS BEARINGS)		
Check connections and contacts.	Check mounting bolts and/or brackets for housing, motor mounting, and motor bracket	
Inspect and/or replace coupling.	Pull and clean strainers	
Check alignment of pump and motor - align if needed.	Check all flex connections against all leaks. Repair if leak is found	
Check for shaft seal & gasket water leaks.		
CONTROLS		
		Inspect electrical systems, including capacitors, voltage under full load, wiring connections, and relay switches, make any necessary adjustments.
		Inspect damper motors and sending units, complete any necessary adjustments.
		Clean and calibrate thermostats.
		Test lockout controls and overrides
		Test overall operational cycle.
		Perform a complete Zip drive of the controls system every
		year. Copy will be given to university personnel once a year as a backup.
CHEMICAL TREATMENT (*MONTHLY-PROVIDE CHEMICAL TREATMENT, TESTING AND REPORTS)		
Conduct walkthrough with GSU Facilities Management Personnel to inspect for scaling in chillers, boilers, and cooling towers.		Test cooling tower for legionella. Documents will be maintained in the Facilities Management office. If legionella is found in the sampling, a biocide will be added to kill or disinfect the cooling tower.

Erin Walker
Purchasing Director
Grambling State University

NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:

SIGN _____ **DATE** _____