

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL**

**#08-47**

**HVAC MAINTENANCE  
ADDENDUM #2  
CLARIFICATION**

**MAY 13, 2008**

Reference to Pages 26 and 27: Replace section "G" and "H" with below language. This is to clarify the maintenance required at Lebanon.

**G. (LEBANON)**

**FOR THE COOLING SEASON ; Chiller, Supply and Return Fans, and Chilled Water Pumps.**

**Cooling season start-up preparation and inspection**

1. Check auxiliary equipment operation
2. Check refrigerant charges
3. Check the crankcase heater, oil temperature
4. Check and testing all operation and safety controls
5. Check for proper voltage and operation
6. Start the unit and calibrate controls
7. Check the proper settings for sub cooling and super heat
8. Log operation conditions after the unit stabilizes
9. Review operating procedures with the operator
10. Remove debris from inside and around the unit
11. Inspect condenser coils for blockage. Chemically clean once per year.
12. Inspect and tighten electrical connections
13. Check condenser fan motor operation after start-up
14. Inspect supply, return fans and belts.
15. Lubricate motor and fan bearings.
16. Check and lubricate chilled water pumps.
17. Replace air filters.

**Operating Season Inspections**

1. Check for general condition and operation
2. Log operating conditions and identify inconsistencies
3. Adjust operating controls if required
4. Check for proper refrigerant charge
5. Check the oil temperature and crankcase heater
6. Inspect contactor, relays and controls
7. Inspect the air-cooled condenser fans, and motor operation
8. Remove debris from inside and around the unit
9. Review operating procedures and the owner's log with the operator
10. Replace air filters.

### **The annual Chiller shutdown inspection and PM**

1. Meg and record motor winding resistance
2. Check and conduct an oil acidity test.
3. Check the crankcase heater for proper operation
4. Tighten the power wiring on contactors and in the motor terminal box
5. Check all relays, operating controls.
6. Check all suction and discharge compressor valves.

### **H. [\(LEBANON\)](#)**

#### **FOR THE HEATING SEASON : Boilers, Chiller, Supply and Return Fans, Hot Deck Pumps, and ATC Compressors**

1. Check gas train and control valves to ensure proper operation.
2. Check control panel for loose connections and ensure proper operation
3. Inspect supply , return fans, and belts.
4. Lubricate motor and fan bearings.
5. Check heat exchangers for cleanliness and general condition
6. Start-up, test, check and adjust controls and safety devices
7. Replace air filters.
1. Check refrigerant charges
2. Change the oil (as required)
3. Check the crankcase heater, oil temperature
4. Check for proper voltage and starter operation
5. Review operating procedures with the operator
6. Inspect and tighten electrical connections.
7. Check and lubricate hot deck pumps.
8. Replace the oil and air filters on the ATC compressors.

#### **Operating Season Inspections**

1. Check for general condition and operation
2. Log operating conditions and identify inconsistencies
3. Adjust operating controls if required
4. Check the oil temperature and crankcase heater
5. Inspect starter, relays and controls
6. Inspect the hot deck pumps and motor operation.
7. Review operating procedures and the owner's log with the operator