STATEMENT OF WORK FOR
PREVENTIVE MAINTENANCE SERVICE CONTRACT

Boilers

United States Embassy at Zagreb, Croatia

2/23/2026

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Attachments:
Exhibit A – Statement of Work

1. DESCRIPTION

The American Embassy Croatia in Zagreb requires preventive maintenance services for the building combination fired boilers. These services shall result in all systems being serviced under this agreement being in good operational condition when activated. If this work is to be performed on systems accessing the PCC/CAA areas of the building, please see section 6.2.3 for security requirements.

1.1. Type of Contract

This is a firm fixed price contract payable entirely in USD. Prices for all Contract Line Item Numbers (CLIN) shall include proper disposal of toxic substances as per Item 8.4 where applicable. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.

1.2. Period of Performance

The contract will be for a period of one-year, with a maximum of four one-year optional periods of performance and will be expected to commence no later than September 30, 2026.

2. PRICING

The rates below include all costs associated with providing preventive maintenance services in accordance with the attached scope of work, and the manufacturer's warranty including materials, labor, insurance (see FAR 52.228-4 and 52.228-5), overhead, profit and GST (if applicable).

2.1. Base Year. The Contractor shall provide the services shown below for the base period of the contract and continuing for a period of 12 months.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service ($)	Total per year ($)
001	Chancery Boiler 1		Annual	1		
002	Chancery Boiler 2		Annual	1		
	Total Base Year					

2.2. Option Year 1. The Contractor shall provide the services shown below for Option Year 1 of the contract, and continuing for a period of 12 months.**)**

CLIN	Description	Quantity of Equipment	Type of services	No. of servic e	Unit price / service ($)	Total per year ($)
101	Chancery Boiler 1		Annual			
102	Chancery Boiler 2		Annual			
	Total Option Year 1					

2.3. Option Year 2. The Contractor shall provide the services shown below for Option Year 2 of the contract, and continuing for a period of 12 months.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service ($)	Total per year ($)
201	Chancery Boiler 1		Annual	1		
202	Chancery Boiler 2		Annual	1		
	Total Option Year 2					

2.4. Option Year 3. The Contractor shall provide the services shown below for Option Year 3 of the contract, and continuing for a period of 12 months

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service ($)	Total per year ($)
301	Chancery Boiler 1		Annual	1		
302	Chancery Boiler 2		Annual	1		
	Total Option Year 3					

2.5. Option Year 4. The Contractor shall provide the services shown below for Option Year 4 of the contract, and continuing for a period of 12 months

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price / service ($)	Total per year ($)
401	Chancery Boiler 1		Annual	1		

402	Chancery Boiler 2		Annual	1		
	Total Option Year 4					

2.6. Total for all years:

Base Year	$
Option Year 1	$
Option Year 2	$
Option Year 3	$
Option Year 4	$
TOTAL	$

2.7 Repair option. Repairs are NOT included under this agreement (see 7.1.3) and are to be done outside this contract. However, the Government desires current labor rates in the event that there is an issue discovered during the preventive maintenance of the specified equipment. Please provide your current labor rates in the Repair Option fields below. As stated in 7.1.3 any necessary repairs or parts will be submitted for approval and then billed against a separate PO. The Contractor is not approved to do any additional work without specific authorization from the Contracting Officer.

Repair Labor Rates

Base Year	$/hr
Option Year 1	$/hr
Option Year 2	$/hr
Option Year 3	$/hr
Option Year 4	$/hr

3. NOTICE TO PROCEED

After Contract award and submission of acceptable insurance certificates and copies of all applicable licenses and permits, the Contracting Officer will issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of Contract award unless the Contractor agrees to an earlier date) on which performance shall start**.**

4. EQUIPMENT AND PERFORMANCE REQUIREMENTS

4.1. The U.S.A. Embassy Zagreb, Croatia requires the Contractor to maintain the following equipment in a safe, reliable and efficient operating condition. Please see equipment list included in Exhibit A for a more detailed description.

Sub-Asset Type	Asset Name	Manufacturer	Model	Serial Number	Output
Boiler System - Steel Water Tube	Chancery Boiler 1	Bryan Boiler	CLM120-W-FD(BO)	101940	960 MBH
Boiler System - Steel Water Tube	Chancery Boiler 2	Bryan Boiler	CLM120-W-FD(BO)	101939	960 MBH

4.2. The Contractor shall provide all necessary managerial, administrative and direct labor personnel, as well as all transportation, equipment, tools, supplies and materials required to perform inspection, maintenance, and component replacement as required to maintain the systems in accordance with this work statement. Under this Contract the Contractor shall provide:

- The services of trained and qualified technicians to inspect, adjust, and perform scheduled preventive maintenance.

4.3. Performance Standards

The boilers shall be clean and in good operating condition upon completion of the service. The preventive maintenance service shall result in the parts of the system serviced being in a condition to operate efficiently and effectively.

5. HOURS OF PERFORMANCE

5.1. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 8:00AM and 4:30 PM Monday through Friday. No work shall be performed on US Government and local holidays. Below is a list of the holidays during 2026.

6-Jan	Thursday	Epiphany (C)
19-Jan	Monday	Martin Luther King Day (A)
16-Feb	Monday	Presidents' Day (A)
6-Apr	Monday	Easter Monday (C)
1-May	Monday	Worker's Day (C)
25-May	Monday	Memorial Day (A)
4-Jun	Thursday	Corpus Christi Day (C)
19-Jun	Monday	Juneteenth (A) observed
22-Jun	Monday	Anti-fascism Day (C)
3-Jul	Monday	Independence Day observed (A)
5-Aug	Wednesday	Victory and Homeland Gratitude Day (C)
7-Sep	Monday	Labor Day (A)
12-Oct	Monday	Columbus Day (A)
11-Nov	Wednesday	Veterans' Day (A)
18-Nov	Tuesday	Vukovar Remembrance Day (C)
26-Nov	Thursday	Thanksgiving Day (A)
25-Dec	Monday	Christmas Day (A/C)

6. ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT

6.1 General. The Contractor shall designate a representative who shall supervise the Contractor's technicians and be the Contractor's liaison with the American Embassy The Contractor's employees

shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees will be given access to the equipment and equipment areas and will be escorted by Embassy personnel.

6.2 Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who to be used on this Contract prior to their utilization. Submission of information shall be made within 30 days of award of contract. **No technician will be allowed on site without prior authorization. Note: this may include cleared personnel if advance notice of visit is not given at least one week before the scheduled visit.**

6.2.1 Vehicles. Contractor vehicles will not be permitted inside the embassy compound without prior approval. If vehicle access is necessary, submit contractor vehicle information (Make, Model, License Plate #) along with a written justification as to why access is necessary. This should be submitted to the Facility Manager at least one (1) week prior to the visit.

6.2.2 Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the **request** of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

6. 3 Security Clearances. Security clearances are not a requirement for performance on this contract, as there will be no access to classified information or areas.

6.3.1 The Contractor must comply with all of the following requirements relating to the protection of U.S. Embassy or Consulate in Zagreb personnel, property and compound project information and cooperate fully in all security matters Sensitive But Unclassified (SBU) and information that may arise relating to this contract.

Contractor personnel may also be exposed to various documents and signs, including Post notices, event schedules, DoS regulations and conversations or announcements relating to the operation of the U. S. Embassy or Consulate Zagreb and diplomatic personnel. This information should not be shared with anyone not employed by or falling under the protection of the Embassy or Consulate.

Contractor personnel may be exposed to various documents, such as blueprints, drawings, sketches, notes, surveys, reports, photographs, and specifications, received or generated in conjunction with this contract. These documents contain information associated with diplomatic facilities for the U.S. Department of State. These documents have been marked with the handling designations "Unclassified" or "Sensitive But Unclassified" and US Government warnings against reproduction and distribution. These documents require special handling and dissemination restrictions. All handling designations and warnings on original documents must be reproduced on subsequent copies.

The loss, compromise, or suspected compromise or loss of any SBU information, contract related information (personnel files, payroll information, etc.), any post or diplomatic facility related information (documents, notes, drawings, sketches, surveys, reports, exposed film, negatives, or photographs), or ANY information which may adversely affect the security interests of the United States, must be immediately brought to the attention of the Contracting Officer (CO) and Contracting Officer's Representative (COR).

Photographs of any diplomatic overseas building or facility must be authorized in advance by the COR and Regional Security Officer (RSO), who will establish any controls, limits, and/or restrictions as necessary. Exposed film depicting any Controlled Access Area and/or sensitive equipment must be developed in a U.S.- controlled environment by appropriately cleared personnel. No further dissemination, publication, duplication, or other use beyond that which was requested and approved is authorized without specific, advance approval from DS. DS reserves the right to demand retention of all copies of said photographs and/or negatives, following fulfillment of the previously authorized usage.

Transmission of any information marked Sensitive But Unclassified (SBU) or contract/personnel sensitive information, via the Internet, is prohibited. SBU information can be transmitted via ProjNet, mail, FedEx (or other commercial carrier) or fax, or hand carried by authorized contractor personnel.

Discussion of U.S. Diplomatic post activities while not on post, to include in homes, hotel rooms, restaurants and all other public places, is prohibited. Any contact with host or third country nationals that seems suspicious (such as undue curiosity in the project or project personnel) shall be reported immediately to the COR and RSO.

The Contractor and its employees shall exercise utmost discretion in regard to all matters relating to their duties and functions. They shall not communicate to any person any information known to them by reason of their performance of services under this contract which has not been made public, except to the extent necessary to perform their required duties in the performance of the contract requirements or as provided by written authorization of the Contracting Officer. All documents and records (including photographs) generated during the performance of work under this contract shall be for sole use of and shall become the exclusive property of the U.S. Government. No article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of the work performed under this contract shall be published or disseminated through any media, to include company or personal websites, without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of this contract or at any other point in time. The Contract shall include the substance of this provision in all subcontracts hereunder.

6.4 Standards of Conduct

6.4.1 General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee shall adhere to standards of conduct that reflect credit on themselves, their employer, and the United States

Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

6.4.3 Neglect of Duties. Neglect of duties is unacceptable. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

6.4.4 Disorderly Conduct. The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

6.4.5 Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

6.4.6 Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

6.4.7 Key Control. The Contractor **will not** be issued any keys. The keys will be checked out by a assigned escort on the day of service requirements.

6.4.8 Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

7. SCHEDULED PREVENTIVE MAINTENANCE

7.1. General

7.1.1. The Contractor shall perform preventive maintenance as outlined in Exhibit A - STATEMENT OF WORK. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.

7.1.2. The Contractor shall inventory, supply and replace expendable parts (eg, filters, belts, hoses, gaskets) that have become worn due to wear and tear. The Contractor shall maintain a supply of expendable and common parts on site so that these are readily available for normal maintenance to include: hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), MSDS, cleaning

material and oil spill containment kits. The contractor shall inventory the supply after each visit and order replacement supplies and have them delivered on site. Maintenance materials shall be unused and are to be industry standard and intended for the task to be performed. Parts shall be OEM approved. Refrigerants shall meet the AHRI Standard 700-2015 or most recent AHRI Standards.

7.1.3. Exclusion. This contract does NOT include repair of equipment and replacement of hardware (e.g. bearings, pistons, piston rings, crankshaft, gears.) **Hardware replacements will be separately priced out by the Contractor for the Government's approval and acceptance.** The Government has the option to accept or reject the Contractor's quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required by the Government, the Contractor shall utilize Government-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.

7.1.4. Replacement/repair of any electronic or electrical parts shall be approved by the COR prior to installation of the part. If the Contractor proceeds to replace any electronic or electrical parts without COR approval, the Contractor shall de-install the parts at no cost to the Government.

7.1.5. Stocking of recommended repair parts is at the discretion of the Facility Manager and is dependent upon the nearest location of the Equipment manufacturer, distributor or dealer. A recommended spare parts list shall be obtained by the contractor from the manufacturer or distributor and provided to the Facility Manager to procure.

7.1.6. Parts/materials/tools procurement and delivery for the CAA/PCC areas shall be at the discretion of the Regional Security Officer (RSO).

7.2 Checklist Approval

The Contractor shall submit to the COR a schedule and description of preventive maintenance tasks which the Contractor plans to perform. The Contractor shall prepare this schedule and task description in a checklist format for the COR's approval prior to contract work commencement.

7.2.1. The Contractor shall provide trained technicians to perform the service at frequencies stated in Exhibit A and on the equipment called out in this SOW. The technician shall sign off on every item of the checklist and leave a copy of this signed checklist with the COR or the COR's designate after each maintenance visit.

7.2.2. It is the responsibility of the Contractor to perform all manufacturers' recommended preventive maintenance including preventive maintenance recommended by the manufacturers' technical manuals for the respective equipment.

7.2.3 Additionally, the maintenance contractor shall obtain and keep at the post O&M binders provided by the manufacturers. These binders shall be placed in a location accessible to post personnel to review as needed.

8. PERSONNEL, TOOLS, CONSUMABLE MATERIALS AND SUPPLIES

The Contractor shall provide trained technicians with the appropriate tools and testing equipment for scheduled maintenance, safety inspection, and safety testing as required by this Contract. The Contractor shall provide all of the necessary materials and supplies to maintain, service, inspect and test all the systems to be maintained.

8.1 Contractor furnished materials include but are not limited to appropriate tools, testing equipment, safety shoes and apparel for technicians, hands, hearing and eye protection, SDS, cleaning material and oil spill containment kit. Expendable/consumable items (e.g. hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), generator starting batteries, grease, sealant, thermostat, fuse), shall be maintained in the onsite inventory. See 7.1.2.

8.2 Repairs are not included in this contract. See 7.1.3. Exclusions.

8.3 Disposal of used oil, fuel, battery and other toxic substances. The Contractor is responsible for proper disposal of toxic/hazardous substances. All material shall be disposed of according to Government and Local law. After proper disposal the contractor must show proof of authorized disposal of these toxic/hazardous substances.

9. SOFTWARE, LICENSES AND PASSWORDS

Copies of any and all software and licenses needed to control or to adjust the communications module shall be given to the post upon completion of the work.

10. DELIVERABLES

Provide a typewritten report to Post Facilities Manager containing following:

a) System information (make, model, all devices types)
b) Pass/Fail of each feature and type of component tested. If a device fails, note device type, address and location within Post
c) Any comments on system (or device) condition pertaining to service life and dependability.
d) Full printout of test from system printer
e) Testing of exhaust gas by Gas Analyzer

The following items shall be delivered under this contract:

Description	QTY	Delivery Date	Deliver to
Names, biographic data, police clearance on Contractor personnel (#6.2)	1	30 days after contract award	COR
Certificate of Insurance (#11.2)	1	30 days after contract award	CO
PM Checklist signed by Contractor's employee (#7.2.1)	1	After completion of each maintenance service	COR
Invoice (#15)	1	After completion of each maintenance service	COR

11. INSURANCE REQUIREMENTS

11.1 Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this Contract

The Contractor's assumption of absolute liability is independent of any insurance policies.

11.2 Insurance. The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this Contract, whatever insurance is legally necessary. The **Contractor shall carry the following minimum insurance:**

Public Liability Insurance

Property damage: $
Cumulative: $

Workers' Compensation and Employer's Liability

11.3 Worker's Compensation Insurance. The Contractor agrees to provide all employees with worker's compensation benefits as required under local laws (see FAR 52.228-4 "Worker's Compensation and War-Hazard Insurance Overseas").

12. LOCAL LAW REGISTRATION

If the local law or decree requires that one or both parties to the contract register the contract with the designated authorities to insure compliance with this law or decree, the entire burden of this registration shall rest upon the Contractor. Any local or other taxes which may be assessed against the Contract shall be payable by the Contractor without Government reimbursement.

13. QUALITY ASSURANCE PLAN (QAP).

13.1 Plan. This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QAP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the Contract. The role of the Government is to conduct quality assurance to ensure that Contract standards are achieved.

Performance Objective	SOW Para	Performance Threshold
Services. Performs all services set forth in the Statement of Work (SOW)	1 thru 12 & Exhibit A	All required services are performed and no more than one (1) customer complaint is received per month

13.2 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

13.3 Standard. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

13.4. Procedures.

13.4.1 If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they will immediately contact the COR.

13.4.2 The COR will complete appropriate documentation to record the complaint.

13.4.3 If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

13.4.4 If the COR determines whether the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect if additional time is available. The COR shall determine how much time is reasonable.

13.4.5 The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

13.4.6 If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor shall notify the COR. The COR will review the matter to determine the validity of the complaint.
13.4.7 The COR will consider complaints as resolved unless notified otherwise by the complainant.

13.4.8. Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

14. TRANSITIONS/CONTACTS

Within 30 days after contract award, the Contracting Officer may ask the contractor to develop a plan for preparing the contractor to assume all responsibilities for preventive maintenance services. The plan shall establish the projected period for completion of all clearances of contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of all supervisors to be used under the contract.

14.1 On site contact. The following are the designated contact personnel between the US Embassy Zagreb and the Contractor

COR
Alen Nemecek - Facility Manager
NemecekA@state.gov

15. SUBMISSION OF INVOICES

The Contractor shall submit an invoice after each preventive maintenance service has been performed. Invoices must be accompanied by a signed copy of the Maintenance Checklist for the work performed including parts replacement and breakdown calls, if any. No invoice for preventive maintenance services will be considered for payment unless accompanied by the relevant documentation.

The Contractor should expect payment 30 days after completion of service or 30 days after receipt of invoice at the Embassy payment office, whichever is later. Invoices shall be sent to:

US Embassy Zagreb
DBO Office
Thomasa Jeffersona 2
10000 Zagreb
ZagrebInvoices@state.gov

EXHIBIT A

Statement of Work

I. GENERAL INFORMATION:

The United States Embassy Zagreb, Croatia requires professional services and contractor cost proposals to perform preventive maintenance services of the facility's boilers.

II. PROJECT REQUIREMENTS:

DESCRIPTION OF EQUIPMENT:

Equipment Type	Equipment Name	Manufacturer	Model	Serial Number	Output
Boiler System - Steel Water Tube	Chancery Boiler 1	Bryan Boiler	CLM120-W-FD(BO)	101940	960 MBH
Boiler System - Steel Water Tube	Chancery Boiler 2	Bryan Boiler	CLM120-W-FD(BO)	101939	960 MBH

III. GENERAL REQUIREMENTS:

The Contractor under this SOW shall be responsible for labor, tools, and materials required to carry out all preventive maintenance as outlined in this SOW. The technician shall sign off on every task specified in the Statement of Work and will provide a typewritten copy of their report to the COR or the COR's designate within five business days of each maintenance visit.
The Government has the original O&M manuals.

IV. SCOPE OF WORK - - BOILER PREVENTIVE MAINTENANCE

Contractor shall provide all materials, supervision, labor, tools and equipment to perform preventive maintenance. All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (POSHO) immediately. Safety Data Sheets (SDS) shall be provided by the Contractor for all HAZMAT materials. Copies shall be provided to the COR for approval.

If any discrepancies are found with the boilers that are not covered under this scope of work then the contractor shall provide the following:

1. Detailed report noting the discrepancy found.
2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
3. Price quote for repair labor.

SAFETY & SPECIAL INSTRUCTIONS:

1. Follow site safety procedures and supervisor's instructions.
2. Schedule outage with operating personnel.
3. Use extreme caution when climbing access ladders.
4. Perform applicable lockout/tag out steps of site safety procedures.
5. Lockout and disconnect the main power before tightening the main supply lugs in order to avoid the hazard of electrical shock, which could result in serious personal injury or death.
6. Record and report equipment damage or deficiencies.
7. Review and follow the manufacturer's O&M instructions.
8. Record results in the equipment history log.
9. Allow only qualified personnel to do maintenance work on this equipment.

At a minimum, the following work shall be performed:

Gas/Oil Boiler:

MAINTENANCE PROCEDURES

Annual

1. Check boiler water treatment test results and adjust as necessary.
2. Lubricate motors and equipment bearings.
3. Test fan and air pressure interlocks.
4. Check main burner fuel safety shutoff valves for leakage.
5. Inspect and clean the horizontal flue.
6. Analyze combustion.
7. Check low fire start interlock.
8. Check high pressure / temperature interlocks.
9. Check high and low pressure interlocks on gas train.
10. Check the pressure in the heating system and in the expansion tank, adjust pressure as needed.
11. Check diagnostics and settings of the control module.
12. Manually lift safety valve by hand.
13. Visually check the flue gas vent piping and combustion air piping for any signs of blockage, leakage or deterioration.
14. Inspect the boiler relief valve and the relief valve discharge pipe for signs of weeping or leakage.
15. Check the condensate drain system (drain line, PVC fittings and drain trap) for blockages (condensing boilers).
16. Water Analysis
    a. Vendor shall analyze feed water, internal boiler water and condensate return water for proper dosages of Corrosion Inhibitor and anti-scaling chemicals to include phosphate

chemicals, chelants, oxygen scavengers, polymeric conditioners and dispersants as recommended by the equipment manufacturer. Specific water tests to include: molybdate, nitrite, copper, iron, oxygen, carbon dioxide, hardness, pH, silica, chloride, magnesium, calcium and TDS. Any adjustments required to the water treatment chemical dosages shall be immediately brought to the attention of the Facility Manager.

17. Check combustion chamber for air or gas leaks.
18. Check and adjust settings of the burner to settings recommended by the manufacturer.
19. Check breakers and the master switch for proper operation. Check all electrical connections for tightness. Re-amp as necessary.
20. Check the main gas-feeding pipe. Check for corrosion; check the operation of the gas pressure gauge and the main valve.
21. Inspect and clean oil burner gun and ignition assembly, where applicable.
22. Check flame failure system components.
23. Inspect fuel system for leaks and change fuel filter element, where applicable.
24. Clean low water cutoff
25. Clean oil pump strainer, filter
26. Clean air cleaner and air/oil separator
27. Clean air pump coupling alignment
28. Inspect refractory
29. Remove and clean oil preheater
30. Check piping and wiring of all interlocks and shutoff valves.
31. Recalibrate all instruments, indicating and recording gages.
32. Perform a slow drain test for low water cut-off.
33. Check combustion control system.
34. Check oil atomizers and strainers.
35. Test boiler safety valves according to ASME.
36. Check all equipment coils and diaphragms.
37. Perform a pilot turndown test.
38. Recondition or replace low water cut-off.
39. Check gas drip leg and gas strainer.
40. Clean boiler fireside surfaces.
41. Drain boiler, open manholes, handholes, and clean water sides.
42. Have boiler inspected by a commissioned inspector.
43. Clean burner and fans.
44. Inspect and replace burner refractory material.
45. Inspect and replace gaskets.
46. Check operation of safety valves
47. Leak test all fuel valves.
48. Test operation of all controls and safety devices.
49. Adjust combustion - ensuring the burners are properly mixing the air and fuel and of reestablishing the most appropriate amount of excess air throughout the operating range of the boiler. A combustion analyzer should be used to adjust air-fuel ratiofor maximum operating efficiency.
50. Check the operation of the heating pumps.
51. Check the operation of the heating water supply valve.

52. Overhaul feed water pumps.
53. Clean and inspect combustion exhaust flues.
54. Test and re-certify