Attachment A – Itemized Tasks

York Chiller

Task	Semi-Annual	Annually
Check chiller operating performance and conduct control tests	X	
Review operator logs and provides recommendations	X	
Inspect compressor under load/unload conditions and verify capacity controllers	X	
Inspect condenser and evaporator for cleanliness and performance	X	
Perform external leak tests	X	
Inspect and calibrate control systems	X	
Verify all control setpoints and adjust as needed	X	
Check for refrigerant and oil leaks, repair if necessary	X	
Test sensors and safety devices (transducers, thermistors, signal transmitters)	X	
Verify water flow across condenser	X	
Inspect gauges and thermometers	X	
Service starter and control panel, clean and tighten connections	X	
Inspect electrical components (contactors, relays, switches)	X	
Check filters for pressure drop	X	
Inspect pressure relief valves and auto air bleeders	X	
Record operating voltage/current of compressor-motor assembly	X	
Run diagnostics on motor starter	X	
Clean/replace contact points (if applicable)	X	
Run diagnostics on system control panel	X	
Tighten terminal connections	X	
Verify data accuracy and setpoints	X	
Check water flow and pressure drop across condenser and cooler	X	
Test flow switch operation	X	
Conduct leak checks	X	
Wash Condenser Coils with Hot Water		X
Collect oil sample and submit for testing		X

Attachment A – Itemized Tasks

Riello Boiler (2)

Task	Semi- Annual	Annually
Monitor pressure and temperature gauges		X
Inspect burner flame and flame failure response		X
Perform bottom blowdown to remove sludge		X
Observe operating and high-limit controls		X
Test limit and flame detection controls		X
Tune burner settings (performed by qualified technician)		X
Inspect and clean burner cone and combustion chamber		X
Check fuel pressure settings and regulator operation		X
Disassemble and inspect LWCO and auxiliary LWCO		X
Hydrostatic test for leaks in tubes and piping		X
Clean boiler interior (fire side and water side)		X
Inspect refractory for damage		X
Replace or re-certify safety valves		X
Bubble test fuel train safety shut-off valves		X
Provide and install annual maintenance kit per unit		X
Provide and Install condensate neutralizer per unit		X
Conduct Combustion analyzation of each unit, check for proper operation and adjust to manufacturers specifications.		X

Attachment A – Itemized Tasks

Taco Pumps (4)

Task	Semi-Annual	Annually
Inspect for water leaks, unusual vibration, or motor noise	X	
Check and replenish grease in motor bearings	X	
Inspect & tighten electrical terminals.	X	
Ensure motor winding and terminal box remain dry and secure	X	
Verify motor orientation and mounting alignment		X
Check flow rates and ensure operating within nameplate pressure limits		X

Attachment A – Itemized Tasks

Carrier Air Handler

Task	Quarterly	Semi-Annual	Annually
General Inspection			
Inspect air handler cabinet for signs of damage or corrosion		X	
Check for unusual noises or vibrations		X	
Verify secure mounting and connections		X	
Inspect insulation for wear or moisture		X	
Blower Assembly			
Inspect blower wheel for dust and debris		X	
Clean blower wheel and housing		X	
Check motor operation and amperage draw		X	
Lubricate motor bearings (if applicable)		X	
Inspect and adjust belt tension (for belt-driven units)		X	
Replace worn belts (recommended every 90 days for commercial units)	X		
Air Filters			
Inspect filters for dirt and damage	X		
Replace disposable filters	X		
Verify proper filter fit and sealing	X		
Coils			
Inspect evaporator and heating coils for dirt and corrosion		X	
Clean coil surfaces with approved cleaner		X	
Check for refrigerant leaks or damage		X	
Ensure proper airflow across coils		X	
Electrical Components			
Inspect wiring for wear, corrosion, or loose connections		X	
Check control board and relays		X	
Test safety switches and sensors		X	
Verify thermostat operation and calibration		X	
Condensate Drain System		X	
Inspect drain pan for cracks or standing water		X	
Clean drain lines to prevent clogs		X	
Test float switch operation (if installed)		X	
System Performance			
Measure supply and return air temperatures		X	

Attachment A – Itemized Tasks

Check static pressure across the system	X
Verify airflow matches design specifications	X
Confirm system cycles properly	X
Documentation	X
Record all findings and corrective actions	X
Note date of service and technician name	X
Update maintenance log and schedule next inspection	X

Attachment A – Itemized Tasks

Condair Humidifiers (2)

Task	Semi- Annual	Annually
System Review		
Overall system function test	X	
Inspect nozzle spray patterns	X	
Pump Unit		
Filter(s) replacement (Annually)		X
Check condition of pump	X	
Solenoid valve(s) test	X	
Change gasket kit in high pressure relief	X	
Functional test of the high pressure gauge	X	
Functional test of pressure switch	X	
Test ON/OFF Valve	X	
Inspect electrical connections in control cabinet	X	
Humidity Sensor(s)		
Humidity sensor test/adjustment (replace if ±10% deviation)	X	
Max humidity controller check (max hygrostat)	X	
Controls Unit		
Transfer relay replacement	X	
Contactor test	X	
Contactor/thermal relay replacement	X	
Hygiene		
Bactiquant® test	X	
System disinfection/cleaning	X	

Attachment A – Itemized Tasks

Titus VAVs (12)

Task	Semi-Annual	Annually
Visual inspection of VAV boxes and ductwork for damage or leaks	X	
Check for signs of condensation or water damage	X	
Verify access panels are secure	X	
Test damper operation (open/close response)	X	
Measure and verify airflow against design specs	X	
Inspect control system response to thermostat changes	X	
Check electrical connections and motor operation	X	
Calibrate thermostats and sensors	X	
Inspect actuator and damper linkage for wear or looseness	X	
Verify minimum and maximum damper positions	X	
Check insulation and box integrity	X	
Test pressure sensors and airflow stations	X	
Full system performance review	X	
Recalibrate airflow sensors and controllers	X	
Inspect and clean all internal components	X	
Review and update BAS setpoints and zone configurations	X	
Document all findings and schedule follow-up actions	X	

General Systems

Pipes, fittings, valves, ducts, dampeners, etc.

Task	Semi-Annual	Annually
General inspection of all system components (e.g. valves, insulation, etc.)	X	
Modine hanging heaters		
Inspect motor for proper fan operation	X	
Make sure coils are clean	X	
Make sure water control valves are working properly	X	
Check thermostat operation	X	
Check power switch operation	X	