



TRINITY PHG inc.
PLUMBING • HEATING • GAS

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Proposal for a

Preventative Maintenance Agreement

**VIEW COURT HOUSING CO-OP
12 WEST 10TH AVE., VANCOUVER**

MAY 2016



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Trinity PHG would like to propose a mechanical maintenance agreement with View Court Housing Co-Op. In light of the age of the building and its equipment, this proposal is outlined to accommodate **four (4) maintenance visits per year.**

All mechanical equipment would be subject to inspection and/or testing including:

- Heating boilers
- Domestic hot water tanks
- Pumps (DHW recirculation, etc.)
- DHW storage tank(s)
- Boiler/heating controls (Tekmar, Honeywell etc.) and all related safety devices
- Domestic cold water supply PRV stations
- Backflow prevention device(s)
- Sump(s) and sump pump(s)
- Fans (Roof-top MUAs, exhaust fans, etc. and associated carbon monoxide sensors).

During the first maintenance visit, all equipment to be inspected will be inventoried and recorded for manufacturer and model number for the development of a maintenance logbook that Trinity PHG Inc. will develop and maintain. The logbook will be left onsite in the mechanical room.

If we enter into this agreement, Trinity PHG requests keys for building entry, mechanical room entry and roof access. This will facilitate access issues and ensure inspections can be carried out easily. Inspections are to take place during the first week of every three months respectively. Maintenance visits will be co-ordinated with the appropriate site contact beforehand. All Trinity PHG technicians are to be in full uniform with identification badges.

Any deficiencies discovered by the maintenance visit will be reported to the Property Manager within three (3) business days along with recommended further action. No pre-set spending limit is requested as we believe all further work should be approved. If a deficiency is found to be emergency in nature, we will endeavor to reach the appropriate authority while onsite to get approval as required.

We thank you for the opportunity to provide this proposal, and look forward to helping to maintain this property.

Sincerely,

David Sommerfeld

The following pieces of equipment will be subject to inspection:

Qty.	Equipment	Manufacturer/Model	Location
1	Boiler	Laars Mighty Therm	Mechanical Room
1	Heating Pump	Grundfos UPS-43-100F	Mechanical Room
1	Heating Pump	B&G – 1/3HP	Mechanical Room
1	Heating Pump	B&G – 1/3HP	Mechanical Room
1	Heating Side Stream Filter / Pot Feeder	Cean	Mechanical Room
1	Heating Air / Dirt Separator	Caleffi	Mechanical Room
1	Boiler Flow Switch	Laars	Mechanical Room
1	Boiler Low Water Cut-Off Switch	Guard Dog	Mechanical Room
1	3-Way Mixing Valve	Jonhson Controls	Mechanical Room
1	Heating Expansion Tank	n/a	Mechanical Room
2	Tekmar Controllers	Tekmar	Mechanical Room
1	Domestic Hot Water Tank	A.O. Smith 250,000	Mechanical Room
1	DHW Expansion Tank	n/a	Mechanical Room
1	DHW Re-Circulation Pump	Taco	Mechanical Room
1	Mixing Valve	Sparcomatic	Mechanical Room
1	Boiler Feed PRV	Watts N256	Mechanical Room
1	Boiler Feed Backflow Preventor	Conbraco - RPBA	
1	Boiler Relief Valve	Watts M1 – ¾"	Mechanical Room
1	HWT T&P Relief Valve	Cash Acme – 1"	
1	Storm Drain - Sump Pump	n/a	Mechanical Room
1	DCW PRV – 1.5"	Conbraco 36-107	Laundry Room
	DCW PRV – 1"	Conbraco 36-101	
1	Hot Water Tank	n/a	Townhouse Basement
1	General Walk-Through and Inspection of Piping, Drains, Catch Basins, etc.	n/a	Basement and Common Areas

Each piece of equipment will be subject to the following checklists during inspection:

Boiler / Hot Water Heater / Storage Tank Inspection:

1. Visual inspection of heat exchanger
2. Test gas pilot safety system/gas leaks
3. Gas shut off valve
4. Thermostat and anticipator
5. Boiler pressure and temperature settings
6. Expansion tank
7. Boiler feed
8. Backflow preventor
9. Flush tank if required
10. Check temperature and pressure relief for proper operation and leakage
11. Check for any signs of leakage
12. Auto air vents
13. Examine flue
14. Combustion and ventilation air
15. Combustible material stored near boiler
16. Wiring condition
17. Lubricate pump if required
18. Mixing valves if applicable
19. Check burner flames
20. Check high limit switches and safeties
21. Zone valves
22. Unusual noises (banging; air; etc.)
23. Check operation of condensate pumps
24. Carbon monoxide test
25. Test boiler control – take readings

Sump and Catch Basins:

1. Check Sumps
2. Note Condition/cleanliness of sump pit
3. Test sump pumps disconnect switches
4. Test alarm floats; pump on/off floats
5. Perform electrical testing (amp draw, megger test, etc.)
6. Note condition of piping, wiring, etc.

Supply/Exhaust Fans:

1. Check fan assembly and operation
2. Check fan bearings
3. Check motor bearings
4. Check belts and sheaves; adjust as required
5. Check motor amperage
6. Check all safety and operational controls
7. Check for vibrations and unusual noises
8. Inspect mounts and vibration isolators
9. Clean intake and discharge screens

10. Lubricate fan bearings
11. Lubricate motor bearings
12. Inspect belt – replace if required
13. Inspect filters - replace if required

Side Stream Filters:

1. Replace filter
2. Check housing condition
3. Check side stream flow indicator if applicable
4. Check for leaks

Pumps/Circulators:

1. Inspect for vibrations/unusual noises/odors
2. Inspect mechanical seats and packing glands
3. Check hand valves
4. Inspect motor windings for dirt buildup, clean openings
5. Inspect electrical connections and contactors for signs of wear, overheating, etc.
6. Check motor amps; record readings
7. Check pressures on gauges

Expansion Tanks:

1. Check for any signs of leaking around the tank fittings
2. Check pressure if applicable
3. Adjust pressure as required

Backflow Preventors:

1. Check condition
2. Note test date

CO and Propane Sensors:

1. Check condition of CO sensor
2. Check condition of propane sensor
3. Note annual test/calibration date

Make-Up Air Units/Air Conditioners (where applicable):

1. Inspect condition of belts and pulleys; check alignment
2. Lubricate fan shaft bearings
3. Lubricate motor bearings
4. Check gas valves for leaks and proper shutoffs
5. Inspect and clean all air intake screens
6. Inspect burners, heat exchangers, etc.
7. Check burner sequence of operation and test combustion air flow safety circuit
8. Test flame safeguard, thermocouple and all safeties
9. Verify economizer is operational – if applicable
10. Secure all unit panels and inspection

GENERAL NOTES

1. Filters will be changed on the following MUA units four times per year:
 - a) Make Up Air Fan Units.
*Filter supply will be monitored and new filters will be ordered when necessary. Filter costs are not included.
2. V-Belts will be maintained on MUA units, fans, etc.:
 - a) One good belt to be installed on the unit
 - b) One new belt to be left on-site as a spare.
*Belt supply will be monitored and new belts will be ordered when necessary. Belt costs are not included.
3. All equipment to be inspected and tested as per checklist, four times per year by a qualified technician.
4. Every gas appliance will be recommended for complete cleaning and service once per year as a maintenance item (typically during the summer months). Cost estimates will be forwarded at the time of recommendation.
5. Backflow preventers are to be monitored – Due dates will be monitored and reported as deficiencies (tests will be extra). Inspection forms to be mailed to the City. Permit cost, if required, is extra above test fee.
6. Upon completion of each visit, Trinity PHG will submit a detailed report on the condition of any equipment with deficiencies within three working days to appropriate authority.
7. Trinity PHG will place a mechanical operating logbook on site, to be completed after each service.

PRICING

Any maintenance required above the listed scope of work will be extra, and charged out based on the following rates:

-Plumbing (piping, drainage, etc.)	<u>\$80 per hour</u>
-Mechanical (boilers, make-up air units, etc.)	<u>\$80 per hour</u>

Emergency call-outs including weekdays after 4:30 pm and weekends, will be billed at 1.5x regular rates. Statutory holidays will be billed at 2.5x regular rates.

The technician will only perform extra repairs once receiving signed approval from an appropriate authority, unless it is necessary for the unit to be repaired due to emergency circumstances.



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Letter of Agreement

Perform regular maintenance at service intervals of four times per year on all mechanical systems including boilers, fans, controls, pumps, hot water storage tanks, and ancillary equipment as outlined on the attached maintenance sheets.

Price and Term of Service Agreement

This service Agreement will commence on August 1, 2016 for a term of one year, and will automatically renew each year. Termination of contract by either party must be given by written notice 60 days prior to the conclusion of the contract. In the event premises are sold, the Agreement remains in force and the owner remains bound by its Terms and Conditions.

Note:

Any maintenance required above the listed scope of work will be charged out at the standard hourly rates listed in this maintenance proposal. The technician will only perform extra repairs once receiving signed/verbal approval from an appropriate authority.

Trinity Plumbing Heating and Gas will provide additional to this agreement priority emergency services after hours at any time at overtime rates.

The cost of the service program will be **\$489.95 per visit**; the total cost will be **\$1,959.80 per year** (taxes extra).

Accepted this 20 day of July, 2016

Janice Aufmann, Vice President
Susan Leckun, President

 David Sommerfeld for
 Trinity Plumbing, Heating & Gas Inc.

 Authorized Signature for
 View Court Housing Co-Op

