

## Attachment A - Mechanical Maintenance Activity Matrix TCTC-22-HVAC Maint

	Activity	As Specified	As Needed	January	February	March	April	May	June	July	August	September	October	November	December
1	Provide cooling season DX system maintenance activities per manufacturers recommendations and maintenance plan.	√				√									
2	Provide heating season DX system maintenance activities per manufacturers recommendations and maintenance plan.	√													√
3	Provide VAV maintenance per manufacturers recommendations and maintenance plan.	√													√
4	Provide exhaust fan maintenance per manufacturers recommendations and maintenance plan.	√				√									
5	Provide boiler and pump maintenance per manufacturers recommendations and maintenance plan.	√													√
6	Provide cooling tower maintenance per manufacturers recommendations and maintenance plan.	√				√									√
7	Submit to the Owner in writing a detail report of activity for the Work. Report shall include all contract activities conducted during the specified time including date of specific activities and inspection reports	√				√					√				√
8	Submit to the Owner in writing Boiler inspection reports	√				√					√				√
	Monthly notations of service work are approximate. Tasks need to be completed during the 9 day spring, summer, and winter break windows as specified by Tri-County Tech.														