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K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services

Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> HVAC maintenance contract Entretien des appareils de chauffage, ventilation et climatisation CVC	
<b>Solicitation No. - N° de l'invitation</b> EJ196-230212/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20230212	<b>Date</b> 2022-12-06
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-317-81447	
<b>File No. - N° de dossier</b> fk317.EJ196-230212	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-12-20</b> Heure Normale de l'Est HNE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gauthier, Martin	<b>Buyer Id - Id de l'acheteur</b> fk317
<b>Telephone No. - N° de téléphone</b> (613) 404-8642 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
EJ196-230212/A  
Client Ref. No. - N° de réf. du client  
230212

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
FK317. EJ196-230212

Buyer ID - Id de l'acheteur  
FK317  
CCC No./N° CCC - FMS No./N° VME

**SOLICITATION AMENDMENT 001**

**This solicitation amendment is raised to modify the Equipment Inventory**

1. **Modify Pricing Schedule 1 - Firm Price – Task Authorization and**
2. **Modify Annex A Statement of Work**

1. **DELETE Pricing Schedule 1 - Firm Price – Task Authorization its entirety and REPLACE With:**

**Pricing Schedule 1 - Firm Price – Task Authorization**

**Submit** a firm all-inclusive unit price including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work Appendix A, attached herein, in Canadian funds.

This work will be done over the course of the contract. It will be a one-time job per building. A schedule will be mutually agreed upon award of contract. Please see appendix A of the SOW for detailed drawings of the work that will be requested.

**Bidders should submit single unit pricing, number of units included in pricing tables is for information only.**

<b>Building: 269 Laurier Ave, Ottawa, Ontario</b>										
<b>No. of Units</b>	<b>Location (Room No.)</b>	<b>Make</b>	<b>Model</b>	<b>Serial No.</b>	<b>Details</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1	B114 – AC-B1.3	Canatel	9FD20YE BHAX	06-1203/C01/02A	Downflo w CRAC R-22	\$	\$	\$	\$	\$
1	B114 – AC-B1.2	Canatel	9FD20YE BHAX	06-1203/C01/03A	Downflo w CRAC R-22	\$	\$	\$	\$	\$
1	B114 – AC-B1.1	Canatel	9FD20YE BHAX	06-1203/C01/01A	Downflo w CRAC R-22	\$	\$	\$	\$	\$
1	West Roof – CONR-2	Cancoil	DFCS120 A05B001	020701	Direct Drive Fluid Cooler	\$	\$	\$	\$	\$

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Buyer ID - Id de l'acheteur  
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1	West Roof – CONR-1	Cancoil	DFCS120 A05B001	010701	Direct Drive Fluid Cooler	\$	\$	\$	\$	\$
1	West Roof	Armstr ong	n/a	n/a	Dry cooler pumps	\$	\$	\$	\$	\$
1	West Roof	Armstr ong	n/a	n/a	Dry cooler pumps	\$	\$	\$	\$	\$
1	West Roof – Cond-R1	n/a	n/a	n/a		\$	\$	\$	\$	\$
1	West Roof - Cond-R2	n/a	n/a	n/a		\$	\$	\$	\$	\$
1	East Roof – Cond-6	Mitsubi shi	PUY- A30NHA	69U0124 2D	R410A	\$	\$	\$	\$	\$
1	Room 1904 – AC-19.1	Mitsubi shi	PUAA30F A	6XA0071 1A		\$	\$	\$	\$	\$
1	Room 1904	AO Smith	DEL5011 0	1225F70 0576	Electric Water heater and associated expansion tank	\$	\$	\$	\$	\$
1	Room 17D- 4700	Mitsubi shi	PKA- A24KA			\$	\$	\$	\$	\$
1	Room 1648 – AC - 16.1	Canatel	6AU03YE BH6X	06- 0729/C0 1/01A	CRAC R-22	\$	\$	\$	\$	\$
1	Room 1648 – AC - 16.2	Canatel	6AU03YE BH6X	06- 0728/C0 1/01A	CRAC R-22	\$	\$	\$	\$	\$
1	Room 1315 – AC 13.1	Stultz	OHS-024- AS-LP	0621308 3	Located in SOC in ceiling space	\$	\$	\$	\$	\$
1	AC 13.2	Stultz	n/a	n/a	Located in ceiling space in workspace outside of room 1316	\$	\$	\$	\$	\$
1	Room 1016 – closet within WC	Giant	152STE- 3S8M-E8	A839943 6	Electric DHW #JM1-10B required	\$	\$	\$	\$	\$

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1	Basement Storage Area – AC 1.1 + Condenser	Trane	n/a	n/a	Condensers are located within P1	\$	\$	\$	\$	\$
1	Basement Storage Area - AC 1.2 + Condenser	Trane	n/a	n/a	Condensers are located within P1	\$	\$	\$	\$	\$
1	Basement Storage Area – AC 1.3 + Condenser	Trane	n/a	n/a	Condensers are located within P1	\$	\$	\$	\$	\$

**2. DELETE Annex A – Statement of Work in its entirety and REPLACE WITH this Annex A – Statement of Work – Revised**

See attached document

**\*ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED\***

## 1. General

1.1 The contractor must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal) and also adhere to all Federal, Provincial, and Municipal Environmental Regulations as they pertain to the services requested herein.

### 1.2 References:

- 1.2.1. ANSI/ASRAE Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems,
- 1.2.2. American Society of Mechanical Engineers (ASME) Operating Practice for Feed Water and Boilers Water chemistry in modern industrial boilers.
- 1.2.3. American Boiler Safety Association (ABSA).
- 1.2.4. The Canadian Standard Association CSA B-51 and CSA B-52.
- 1.2.5. ASME (American Society of Mechanical Engineers) Guidelines:
  - 1.2.5.1. Boiler and Pressure Vessel Code, Section VI, "Recommended Rules for the Care and Operation of Heating Boilers" and
  - 1.2.5.2. Section VII, "Recommended Rules for Care and Operation of Power Boilers".
  - 1.2.5.3. Suggested Water Chemistry Limits for water and fire tube boilers, electric boilers and turbines.
- 1.2.6. Workplace Safety and Insurance Board (WSIB).
- 1.2.7. Canada Occupational Health and Safety Act (COHSR).
- 1.2.8. Workplace Hazardous Material Information System (WHMIS).
- 1.2.9. Global Harmonized System of Classification and Labelling of Chemicals (GHS).
- 1.2.10. The Canadian Environmentally Friendly Program (ECOLOGO Program).
- 1.2.11. Canadian Environmental Protection Act.
- 1.2.12. Federal Halocarbon Regulations.

1.3 The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this statement of work on the equipment listed in Section 8.

### 1.4 Certification:

The contractor must be registered with Technical Standards and Safety Authority (TSSA) and service personnel must be in possession of:

#### **HVAC Mechanics – Must employ three (3) HVAC mechanics in possession of:**

- 1.4.1 A valid Journeyperson (JP) Refrigeration and Air Conditioning Systems Mechanic (or approved interprovincial equivalent);
- 1.4.2 A Gas Licence at the minimum level G1, or provincial equivalent;
- 1.4.3 A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent);
- 1.4.4 A valid Working at Heights Certificate;
- 1.4.5 A Certificate of Ontario Health and Safety Awareness Training for Employees;
- 1.4.6 Valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)].

**Apprentices;**

Apprentices employed by the Contractor must be fully registered in a Boiler/Refrigeration Trades Program related to the services of this Statement of Work. Apprentices must work at all times, under the direct supervision of a HVAC journeyman. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

All changes to personnel registered to work on this contract must be pre-approved in writing by the Technical Authority prior to the change. All proof of qualification as per the contract, must be submitted in order for the change to be considered.

**1.5 Non-working Service Manager;**

- 1.5.1. The non-working Service Manager is an administration function with knowledge and experience in HVAC maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. They must be in full charge of the operations of the Contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given under the contract.
- 1.5.2. In the event of an emergency, the non-working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation.
- 1.5.3. The Technical Authority may request that the Contractor's non-working Service Manager respond on site within two (2) hours of receiving the call on a 24 hour, 7 day basis.
- 1.5.4. In the event of an emergency, the non-working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation.
- 1.5.5. The Technical Authority may request that the Contractor's non-working Service Manager respond on site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

**1.6 BILINGUAL SIGNAGE:** The Contractor or sub-contractors must ensure that all signage, provided by the Contractor, is in both official languages. This includes, but is not limited to: A frame boards, tapes, barricades, temporary and permanent signage.

**2.0 Scope of Work – General**

- 2.1** The Contractor must provide travel, labour and materials for all service calls, preventative maintenance inspections, cleaning, lubrication, testing, calibration, filter replacements, as per the manufacturer's recommended maintenance, including, but not limited to the items listed below to maintain the equipment listed in Section 14: Equipment Inventory.
- 2.2** Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays. Contractor must provide at least 96 hours' notice to the Technical Authority prior to visiting the site in order to facilitate security access to sites.
- 2.3** Contractor must provide all labour, materials, and necessary tools for all maintenance inspections, leak testing, cleaning, and lubrication.
- 2.4** Documentation of refrigerant leak testing is to be recorded on the PSPC form 588 (provided by PSPC). Additionally, as required by regulations, activity logs on small and large systems must be utilized.
- 2.5** Evaporators and condensers are to be cleaned with soap and water (or other appropriate cleaner) no less than annually or more often if deemed necessary.
- 2.6** Maintenance and inspection on all related piping for unit isolation, gauges, thermometers, associated electrical devices, flow switches, controls, electric control valves, and connecting ductwork. Also includes motor starters and condensate water draining systems.
- 2.7** Drive belts, filters, fuses, and all consumable items; includes greases, oils, lubricants, solvents and cleaning materials required to perform the maintenance of the equipment listed in Section 14.

- 2.8** The equipment inventory identified in Section 14 must be inspected and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada. For any repairs associated with the Equipment Inventory, the Contractor must immediately submit to the Technical Authority for review, a comprehensive parts & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor at extra cost to Canada.
- 2.9** The proposed repairs must not proceed without prior consent from the Technical Authority.
- 2.10** All materials used in the performance of the work, whether included in the contract or repair or replacement parts, must match original manufacturer's specifications to ensure system integrity. Repair or replacement parts must be new or manufacturer warranted "as new" rebuilt (with Technical Authority approval). For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component which would render the system out of service or inaccessible to operator interaction.
- 2.11** The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.
- 2.12** Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

### **3.0 Scope of Work – Specific**

- 3.1** Equipment is to be inspected monthly, and maintenance performed as per the unit IOM manuals recommended tasks.
- 3.2** Labour, parts and travel for all inspections, service calls and repairs are included within this contract SOW.
- 3.3** Leak testing of equipment containing refrigerants must be performed semi-annually on units classified as "large." Leak tests on large units must be recorded via the PSPC form 588 (form will be provided by PSPC staff on site). FHR service logs must be completed on all refrigerant containing equipment, large and small. If internal charge is not known, it must be treated as "large."
- 3.4** The Contractor will be responsible to co-ordinate for various building access by co-ordinating each inspection with the Technical Authority or PWGSC building staff. Building access will be denied if these instructions are not implemented at no extra cost to Canada..
- 3.5** All units utilizing filters must be changed quarterly.
- 3.6** Where applicable, belts to be changed annually.
- 3.7** Condensers will be cleaned no later than June 30<sup>th</sup> each year.
- 3.8** Verify pumps and seals.
- 3.9** Inspect all electrical switches, disconnects, contacts, fuses and control components.
- 3.10** The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).

### **4.0 Exclusions**

- 4.1** The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.
- 4.2** The Contractor must provide clear and concise rational of the events leading up to the failure.

### **5.0 Extra Work**

- 5.1** The Contractor must immediately inform the Technical Authority in writing within 24 hours of necessary repairs not included herein as being part of the work to be performed under the Contract. The Contractor may be called upon to effect these repairs.
- 5.2** The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.

- 5.3** The Contractor must calculate the cost of repairs, services, modifications or improvements based on the "Cost of Services Schedule". The Contractor may be called upon to effect this Extra Work.

## 6.0 Maintenance Plan

- 6.1** Contractor must produce a detailed maintenance and inspection service plan (with dates for escort preparation) specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semi-annually and quarterly.
- 6.2** This maintenance plan must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement.
- 6.3** The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes will be considered as part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
- 6.4** The maintenance and inspection service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 30 calendar days after commencement of the Contract.

## 7.0 Wiring Diagrams - Adjustments Procedures and Operational Descriptions

- 7.1** Contractor must prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

## 8.0 Service Calls and Answering Service

- 8.1** The Contractor must provide a comprehensive answering service twenty-four (24) hours a day, seven (7) days a week.
- 8.2** The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call-back service for the duration of the contract at no extra cost.
- 8.3** The Contractor must respond within 30 minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by the qualified HVAC Mechanics named in the contract and such work must proceed continuously until the system is returned to safe operating condition.

## 9.0 Environment Protection

- 9.1** The Contractor must ensure that:
- 9.1.1. There is no contaminated waste left on site.
- 9.1.2. Disposal of all waste or volatile materials such as paints, oils, thinners, cleansers, etc. is completed through proper means and not waterways, storm, or sanitary sewers, at no extra expense to the Government of Canada.
- 9.1.3. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- 9.1.4. In the event of an accidental spill (oils, chemicals etc.) the Contractor must notify the Technical Authority immediately by telephone so that remedial action can be taken. The Contractor must follow up with a written report of the incident by e-mail to the Technical Authority within twenty-four (24) hours.
- 9.1.5. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with the Environmental Laws: Municipal, Provincial and Federal.
- 9.1.6. The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations in provision of services under this contract.
- 9.1.7. During repair of systems containing refrigerant or replacing refrigerant the Contractor must use closed-loop refrigerant recovery equipment to prevent refrigerant emissions.
- 9.1.8. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations.

9.1.9. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.

## **10.0 Reporting**

**10.1** All inspection reports/repair reports/certificates/leak test documents are to be completed and promptly submitted electronically via email in PDF format upon completion to the technical authority.

## **11.0 Interim or incident Reporting.**

- 11.1** The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.
- 11.2** The report must detail the work completed, work outstanding and reasons, and an estimated time of completion.
- 11.3** Call to the attention of the Technical Authority any improper procedures noted on site and include in the quarterly reports.
- 11.4** Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within two (2) hours after discovery of a release to the Technical Authority. Provide the Technical Authority a copy of the FHR release report once the leak is isolated and the amount refrigerant of release determined.
- 11.5** The Contractor must call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures which may be noted by him and provide written instruction to guide the Technical Authority's staff.
- 11.6** The Contractor must notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract.

## **12.0 Equipment report cards:**

- 12.1** A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system.
- 12.2** The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority when the cards are complete or upon contract completion or termination.

## **13.0 Service Reports:**

- 13.1** Provide all services reports in Electronic format (via E-mail or USB key) - in PDF format.
- 13.2** A signed, written service report must be completed and left with the Technical Authority each time service is performed.
- 13.3** Submit to the Technical Authority quarterly: inspection and maintenance reports with respective checklists, calibration certificates and leak testing documentation as applicable.
- 13.4** All reports must include:
  - 13.4.1. Date and time of inspection or repair.
  - 13.4.2. Building name and location.
  - 13.4.3. Technician's name and signature.
  - 13.4.4. Equipment identification - including make, model and serial numbers.
  - 13.4.5. Description of work performed.
  - 13.4.6. Parts replaced.
  - 13.4.7. Condition of equipment/Recommendations.

**14.0 Equipment Inventory**

**269 Laurier**

Units	Location Room No.	Make	Model	Serial Number	Details
1	B114 – AC-B1.3	Canatel	9FD20YEBHAX	06-1203/C01/02A	Downflow CRAC R-22
1	B114 – AC-B1.2	Canatel	9FD20YEBHAX	06-1203/C01/03A	Downflow CRAC R-22
1	B114 – AC-B1.1	Canatel	9FD20YEBHAX	06-1203/C01/01A	Downflow CRAC R-22
1	West Roof – CONR-2	Cancoil	DFCS120A05B00 1	020701	Direct Drive Fluid Cooler
1	West Roof – CONR-1	Cancoil	DFCS120A05B00 1	010701	Direct Drive Fluid Cooler
1	West Roof	Armstrong	n/a	n/a	Dry cooler pumps
1	West Roof	Armstrong	n/a	n/a	Dry cooler pumps
1	West Roof – Cond-R1	n/a	n/a	n/a	
1	West Roof - Cond-R2	n/a	n/a	n/a	
1	East Roof – Condr-6	Mitsubishi	PUY-A30NHA	69U01242D	R410A
1	Room 1904 – AC-19.1	Mitsubishi	PAAA30FA	6XA00711A	
1	Room 1904	AO Smith	DEL50110	1225F700576	Electric Water heater and associated expansion tank
1	Room 17D-4700	Mitsubishi	PKA-A24KA		
1	Room 1648 – AC - 16.1	Canatel	6AU03YEBH6X	06-0729/C01/01A	CRAC R-22
1	Room 1648 – AC - 16.2	Canatel	6AU03YEBH6X	06-0728/C01/01A	CRAC R-22
1	Room 1315 – AC 13.1	Stultz	OHS-024-AS-LP	06213083	Located in SOC in ceiling space
1	AC 13.2	Stultz	n/a	n/a	Located in ceiling space in workspace

					outside of room 1316
1	Room 1016 – closet within WC	Giant	152STE-3S8M-E8	A8399436	Electric DHW #JM1-10B required
1	Basement Storage Area – AC 1.1 + Condenser	Trane	n/a	n/a	Condensers are located within P1
1	Basement Storage Area - AC 1.2 + Condenser	Trane	n/a	n/a	Condensers are located within P1
1	Basement Storage Area – AC 1.3 + Condenser	Trane	n/a	n/a	Condensers are located within P1