

6533

**McDONALD LOCAL BOARD OF EDUCATION  
REGULAR MEETING  
WEDNESDAY, AUGUST 21, 2019– 7:00 P.M.  
M.H.S. LIBRARY  
MCDONALD, OHIO 44437**

The McDonald Local Board of Education held a Regular Meeting on Wednesday, August 21, 2019, in the library at McDonald High School, 600 Iowa Avenue, McDonald, OH 44437.

The Regular Meeting was called to order at 7:09 p.m. by President John Saganich. Treasurer Megan Titus called the roll:

Members Present: Joseph Cappuzzello, Thomas Hannon, Wendy Higgins,  
Jody Klase, John Saganich

“Notice of this meeting was given in accordance with the provisions of Section 1.450 of the O.R.C. and the Ohio Administrative Procedures Act.”

Pledge of Allegiance

**Res. 19-179** Approve agenda for Regular Meeting of August 21, 2019

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Hannon, Higgins, Saganich  
Nays: None  
President declared motion carried

**Res. 19-180** Approval of Board Minutes:

Regular Meeting – July 17, 2019

Mr. Cappuzzello moved and Mr. Hannon seconded  
Yeas: Cappuzzello, Hannon, Higgins, Saganich  
Abstain: Klase  
President declared motion carried

# 6534

Recognition of Visitors / Audience Participation:

**Tom Hart – TCTC Representative**

Old Business: any Old Business to bring before the Board - None

New Business:

A. Finance Committee – Joseph Cappuzzello, Chairperson

**Res. 19-181** TREASURER’S FINANCIAL REPORT

Treasurer’s Financial Report: July, 2019

- a. Check Register
- b. Financial Summary
- c. Bank Reconciliation

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded

Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich

Nays: None

President declared motion carried

**Res. 19-182** DONATIONS

Resolution to approve the following donations sponsoring golf holes in the July 2019 golf outing, deposited into the golf account 200 9088:

- \$100 donation from Rosslers Transmission Inc.
- \$100 donation from Steven and Amber Kochemba
- 

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

**6535**

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-183** DONATION

Resolution to approve the donation of \$500 from Winter Trimacco, Co, LPA for the purchase of volleyball warmups, deposited into the volleyball account 300 9971.

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-184** DONATIONS

Resolution to approve the following donations for cheerleading sponsorships, deposited into the cheerleading account 300 9972:

- \$100 donation from Bright Beginnings Learning Center LLC
- \$100 donation from JHN Construction
- \$75 donation from Backdraft Apparel LLC
- \$100 donation from Hannon & Associates Financial
- \$100 donation from Jones & Associates
- \$100 donation from Inspire Dance Center LLC
- \$100 donation from Varun Kalra
- \$100 donation from Allstate Peggy Gum
- \$100 donation from AEY Electric

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

# 6536

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-185** AWARD

Resolution to approve the award of \$500 from The Cafaro Foundation for the purchase of 8 Amazon Kindle Fires and accessories for Tami Morrison's second grade classroom, deposited into the 007 9996 fund.

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-186** RATES FOR FOOTBALL WORKERS

Resolution to approve the attached rates related to McDonald 2019 Football games (Jr. High, Junior Varsity, and Varsity) for all workers. (See Exhibit A)

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-187** RATES FOR VOLLEYBALL WORKERS

Resolution to approve the attached rates related to McDonald 2019 Volleyball games (Jr. High, Junior Varsity, and Varsity) for all workers. (See Exhibit B)

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

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Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-188** HVAC MAINTENANCE AGREEMENT

Resolution to approve the HVAC Maintenance Agreement (includes #C004075 and #C004076) with Gardiner for McDonald High School and Roosevelt Elementary School, specifically for the Trane chillers. The agreement is for three (3) years, 8-1-19 through 7-31-22, at a cost of \$7,898 annually, payable annually. (See Exhibit C)

Upon the recommendation of the district treasurer I call for a motion to approve the above resolution.

Mr. Cappuzzello moved and Mrs. Klase seconded  
Yeas: Cappuzzello, Klase, Higgins, Hannon, Saganich  
Nays: None  
President declared motion carried

B. Personnel Committee – Jody Klase, Chairperson

**Res. 19-189** TITLE 1 TUTORS - CERTIFIED

Resolution to hire the following personnel, on a one (1) year limited contract, as Roosevelt Elementary tutors, pending certification and BCII/FBI background checks, for the 2019-2020 school year. This position will be at the rate of \$17.00 per hour and not to exceed 28.75 hours per week:

Katie Bodnar

Rachel Trickett

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Higgins seconded  
Yeas: Klase, Higgins, Cappuzzello, Hannon, Saganich  
Nays: None  
President declared motion carried

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**Res. 19-190** TITLE 1 TUTOR - CLASSIFIED

Resolution to hire the Lori Chepke, on a one (1) year limited contract, as a Roosevelt Elementary tutor, pending certification and BCII/FBI background checks, for the 2019-2020 school year. This position will be at the rate of \$12.00 per hour and not to exceed 28.75 hours per week.

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Higgins seconded  
Yeas: Klase, Higgins, Cappuzzello, Hannon, Saganich  
Nays: None  
President declared motion carried

**Res. 19-191** SUPPLEMENTAL CONTRACTS – 2019/2020

Resolution to hire the following personnel on a one (1) year supplemental contract for the 2019-2020 school year, pending certification and BCII/FBI background checks. Salary will be as per negotiated agreement:

John Anthony – Elementary Music Program Advisor

Barbara Conkey – Assistant Athletic Director

Jeannette Domitrovich – Volunteer Tennis Assistant

William Ifft – Head Baseball Coach

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Higgins seconded  
Yeas: Klase, Higgins, Cappuzzello, Hannon, Saganich  
Nays: None  
President declared motion carried

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**Res. 19-192** CLASSIFIED – ONE (1) YEAR LIMITED CONTRACT

Resolution to hire the following personnel, on a one (1) year limited contract, for the 2019-2020 school year, pending certification and BCII/FBI background checks:

Barbara Conkey                      Substitute Cook/Substitute Secretary

Pamela Srock                        Substitute Custodian/Substitute Domestic

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mrs. Klase moved and Mrs. Higgins seconded  
Yeas: Klase, Higgins, Cappuzzello, Hannon, Saganich  
Nays: None  
President declared motion carried

C. Program/Policy Committee – Wendy Higgins, Chairperson

**Res. 19-193** OSBA CAPITAL CONFERENCE

Resolution authorizing McDonald Local School District to attend the 2019 OSBA Capital Conference on November 10, 11, and 12, 2019, in Columbus, Ohio.

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mrs. Higgins moved and Mr. Hannon seconded  
Yeas: Higgins, Hannon, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

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Res. 19-194 ADJOURNMENT

Mr. Cappuzzello moved and Mrs. Klase seconded to adjourn the Regular meeting at 7:53 p.m.


Yeas: Cappuzzello, Klase, Hannon, Higgins, Saganich

Nays: None

President declared motion carried

ATTEST:

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
TREASURER



MCDONALD BOARD OF EDUCATION

REGULAR MEETING

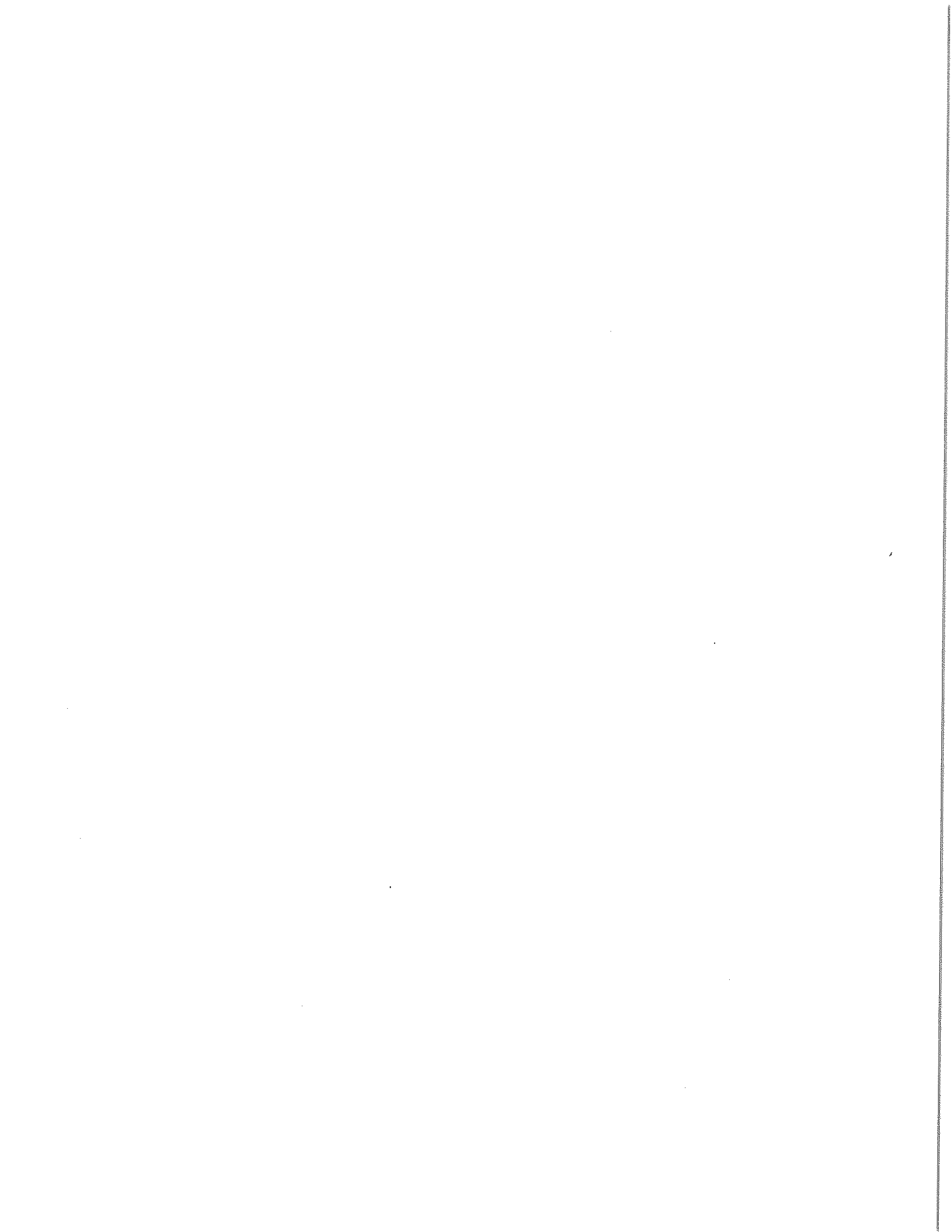
WEDNESDAY, AUGUST 21, 2019 -- 7:00 P.M.

MCDONALD HIGH SCHOOL LIBRARY

Visitors, please register.

1. TOM HART
2. Laurie Smith
3. Renee Spft
4. Jami L Morrison
5. Carol Augustus
6. Debbie Crisk
7. Bill Miller
8. Hallie McGee
9. Samantha Rozz
10. Cathy Ward
11. Betty Gault
12. Fred Gault
13. Linda Metzinger
14. Angela Jackson
15. Patrice Simmons
16. Judy Fedyski
17. Michele O'Leary
18. Dana Garsen
19. Duane Armstrong
20. Lane Ronghi
21. Danielle Ronghi
22. KENNETH SLIVER

23. Kelli Berg



McDonald 2019 Football Jr. High. JV. Varsity expected game day expenses= \$8,585

**Varsity - \$6,025**

**Officials - league approved**

5 @ \$70 = \$350

**Security - school agreement**

3 @ \$70 = \$210

**Ticket Sellers**

2 @ \$50 = \$100 (counters)

3 @ \$30 = \$90

**Time, Score, and play clock Keeper**

1 @ \$75 = \$75

**Announcer**

1 @ \$30 = \$30

**Parkers/Helpers**

5 @ \$30 = \$150

**1st Down Chain Gang**

3 @ \$50 = \$150

**Set up and tear down all on field equipment, coaches head sets, flag up and down, game balls**

1 @ \$50 = \$50

Total per game = \$1,205

X 5 games = \$6,025

**JUNIOR VARSITY - \$1,925**

**Officials**

4 @ \$50 = \$200

**Ticket Sellers**

2 @ \$30 = \$60

**Time and Score Keeper**

1 @ \$35 = \$35

**1st Down Chain Gang**

3 @ \$30 = \$90

Total per game = \$385

X 4 games = \$1,540

2019 Volleyball Jr. High, JV, Varsity expected game day expenses - \$4,384

JV/Varsity-\$ - \$3,344

Officials/Judges

2 @ \$67 = \$134

Ticket Seller/Count drawer

1 @ \$30 = \$30

Scorekeeper JV + V

1 @ \$25 = \$25

Backline Judge/Officials Jv+V

2 @ \$40 = \$80

Scorebook keeper Jv + V

1 @ \$20 = \$20

Announcer/National Anthem player

1 @ 15 = \$15

Total per match = \$304

X 11 matches = **\$3,344**

Junior High- \$1,040

Officials/Judges

2 @ \$40 = \$80

*Ticket Seller - \*volunteer students (Gary)*

Scorekeeper

1 @ \$20 = \$20

Backline Judge

2 @ \$15 = \$30

Total per match = \$130

X 8 matches = **\$1,040**



# System Service Solutions

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## HVAC Maintenance Agreement

### Level One Scheduled Maintenance Agreement

**CONTRACT PRESENTED TO:**

**Kevin O'Connell  
McDonald Local Schools  
600 Iowa Ave.  
McDonald, OH 44437**

**PROJECT AND/OR LOCATION:**

**McDonald High School  
600 Iowa Ave.  
McDonald, OH 44437  
*and*  
Roosevelt Elementary School  
410 West Seventh Street  
McDonald, OH 44437**

**Presented by:**

**Jeff Covert  
Account Manager**

**Agreement Nos:**

**C004075 and C004076 | August 1, 2019**

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**SERVICE AGREEMENT PRICING AND ACCEPTANCE**

PROJECT & LOCATION:	McDonald High School	Roosevelt Elementary School
	600 Iowa Ave.	410 West Seventh St.
	McDonald, OH 44437	McDonald, OH 44437

GARDINER, agrees to furnish services in accordance with the "General Terms and Conditions" and attached "Schedules". This AGREEMENT shall become valid only upon acceptance by CUSTOMER and approved by GARDINER.

**EQUIPMENT TO BE SERVICED – PLEASE SEE PAGE 5**

This agreement price is **\$7,898.00** per year, payable **annually**. Any repairs provided outside the scope of the agreement will include a \$45.00 daily truck charge. Upon execution of this Agreement, the customer shall be responsible for determining proper Ohio sales tax. If you are tax exempt, please include your tax exemption certificate. This price is to be adjusted in future years as herein provided.

This agreement is effective from **August 1, 2019, through July 31, 2022**, and shall remain in effect from year to year unless terminated by either party at the end of the anniversary date by giving at least thirty (30) days written notice.

Note: This price includes provisions for safety under standard industry & GARDINER safety guidelines. Any special additional safety training, equipment, or processes required by your organization could affect the project scope and/or hours and may result in a price adjustment. If you have any specific safety practices or requirements, please alert your sales representative immediately so we ensure that our proposal fully meets your requirements.

SUBMITTED BY: Jeff Covert  
Account Manager

Date: 6/24/2019

**CUSTOMER ACCEPTANCE:****GARDINER APPROVAL:**

Signature: Megan J Titus

Signature: Jeff Covert

Title: Treasurer / CFO

Jeff Covert  
Account Manager

Acceptance Date: 8-21-19

Purchase Order No: 2008099

**GARDINER COPY**

## GENERAL TERMS AND CONDITIONS

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### I. PRICE ADJUSTMENT

This agreement price is firm for three year.  
August 1, 2019, through July 31, 2022.

### II. PAYMENT

Terms of this agreement are net payment upon receipt of invoice. GARDINER reserves the right to discontinue its service anytime payments have not been made as agreed. Taxes, if applicable, will be included in billing. An itemized billing statement reflecting the application of Ohio sales tax shall be made available upon request. CFC Tax has been passed for most refrigerants per the 1990 Budget Reconciliation Bill (H.R. 3299).

### III. WARRANTY: GARDINER guarantees service work and all materials of GARDINER's manufacture against defects in workmanship for 90 days from date of completion of the work and will repair or replace such products or components as GARDINER finds defective. This warranty does not include cost of handling, shipping, or transportation involved in supplying replacements for defective components. This warranty does not include the replacement of refrigerant lost from the system. On machinery and materials furnished by GARDINER, but manufactured by others, the only warranty provided is that of the manufacturer. **THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPHS ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL GSC BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.**

### IV. LIMITATION OF LIABILITY: All claims, causes of action or legal proceedings against GARDINER arising from GARDINER's performance under this contract must be commenced by CUSTOMER within the express warranty period specified under Paragraph III hereof. Failure to commence any such claim, cause of action or legal proceeding within such claim, cause of action or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof by CUSTOMER. **IN NO EVENT SHALL GARDINER'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY GARDINER FROM CUSTOMER UNDER THIS CONTRACT, NOR SHALL GARDINER BE LIABLE FOR ANY SPECIAL INCIDENTAL, OR CONSEQUENTIAL, OR PUNITIVE DAMAGES. THESE LIMITATIONS ON DAMAGES SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY. GARDINER DISCLAIMS ANY LIABILITY FOR DAMAGES OF ANY KIND ARISING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES.**

### V. INDEMNITY: GARDINER and customer shall mutually, in proportion to their respective degree of fault, indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and /or its respective employees or agents. With respect to any claims based on facts or conditions that occurred prior to expiration or termination of this agreement, the duty to indemnify will continue in full force and effect notwithstanding expiration or early termination.

## GENERAL TERMS AND CONDITIONS

- VI. **NO-HIRE; NO-SOLICITATION:** CUSTOMER hereby covenants and agrees that, without the prior written consent of the Company, he/it will not, directly or indirectly (including, without limitation, through any affiliate or related party), for a period of two (2) years after the date hereof solicit the employment of, offer employment to or hire, any employee of the Company, or any individual whose employment with the Company ended less than one hundred eighty (180) days prior to such solicitation or offer. CUSTOMER acknowledges that in the event of a violation of the covenants contained in this Section, the Company's damages will be difficult to ascertain and the Company's remedies at law will be inadequate. Accordingly, the CUSTOMER agrees that, in addition to such remedies as the Company may have at law, the Company shall be entitled to specific performance of such covenants and to an injunction to prevent any continuing violation thereof.
- VII. **DISPUTES AND CHOICE OF LAWS:** This contract shall be deemed to have been entered into and shall be governed by the laws of the State of Ohio. All claims, disputes, and controversies arising out of or relating to this contract, shall be submitted to mediation, pursuant to the Commercial Dispute Resolution Procedures ("CDRP") of the American Arbitration Association. The mediation shall take place in Cleveland, Ohio within thirty (30) days of the date the dispute arises. If mediation is unsuccessful, the dispute shall proceed to binding arbitration, pursuant to the CDRP, in Cleveland, Ohio, no later than sixty (60) days after the mediation is concluded. Any judgment upon the arbitration award may be confirmed in any court having jurisdiction thereof. The parties agree that any party to the arbitration shall be entitled to discovery from the other party as provided by the Ohio Rules of Civil Procedure. Any such discovery shall be completed within four (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association. Unless otherwise agreed, the arbitration shall be completed no later than six (6) months after the arbitration commenced.
- VIII. **CUSTOMER OBLIGATIONS:** The CUSTOMER shall:
- Operate the equipment in accordance with manufacturer's recommended instructions.
  - Promptly notify GARDINER of any unusual operating conditions.
  - Provide access to the equipment including removal, replacement, or refinishing of the building structure if necessary.
  - Pay for any services and materials not specifically included in this agreement. Additional charges shall be made upon CUSTOMER's authorization at prevailing rates.
  - Disposal of old oil and refrigerant shall be the CUSTOMER's responsibility if it becomes classified as hazardous.
- IX. **GARDINER OBLIGATIONS:** It shall be the responsibility of GARDINER to inform the CUSTOMER of any adverse conditions beyond the scope of the preventive maintenance agreement and make recommendations to correct them.
- X. **SUPPLEMENTAL CONDITIONS:** 1) **McDonald Local Schools** shall be considered a priority customer; GARDINER will respond to a service call within four (4) hours. 2) Any services or material supplied outside the context of this contract will be billed at best prevailing rate.
- XI. **ENTIRE AGREEMENT:** These terms and conditions constitute the entire agreement between GARDINER and CUSTOMER. If there is a conflict with other terms and conditions, these terms and conditions shall control. No course of dealing or performance, or prior, concurrent or subsequent understanding, agreements, or representations become part of this contract unless expressly agreed to in writing by an authorized representative of GARDINER.



**EQUIPMENT LIST****PROJECT & LOCATION:**

McDonald High School  
600 Iowa Ave.  
McDonald, OH 44437

This agreement applies only to the equipment listed below:

QTY	EQUIPMENT	MAKE/MODEL	SERIAL #	TAG	SCHEDULE
1	Air-Cooled Screw Chiller	Trane / RTAC1404UC	U01M02445		ROT-200 CDS-200
1	Air-Cooled Screw Chiller	Trane / RTAC1404UC	U01M02446		ROT-200 CDS-200

**EQUIPMENT LIST****PROJECT & LOCATION:**

McDonald Roosevelt Elementary School  
410 W. Seventh St.  
McDonald, OH 44437

This agreement applies only to the equipment listed below:

QTY	EQUIPMENT	MAKE/MODEL	RTAC250A0 SERIAL #	TAG	SCHEDULE
1	Air-Cooled Screw Chiller	Trane / RTAC250A0	L11H03249		ROT-200 CDS-200

**SCOPE OF COVERAGE****Level One Scheduled Maintenance Agreement**

<b>PROJECT &amp; LOCATION:</b>	<b>McDonald High School</b>	<b>Roosevelt Elementary School</b>
	600 Iowa Ave. McDonald, OH 44437	410 West Seventh St. McDonald, OH 44437

**MAINTENANCE AND SERVICES INCLUDED****Level One**

- Comprehensive Annual Maintenance
- Running Inspections
- Seasonal Start-up
- Written Reports
- Emergency Service **Time & Material**
- Analysis Service
- ♦ Oil Analysis
- Coil Cleaning (air cooled)

## SCHEDULES

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### Level One Scheduled Maintenance Agreement | HELI-ROTOR CHILLER, A-C | ROT-200

#### COMPREHENSIVE ANNUAL INSPECTION

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##### General Assembly

- Report in with the customers' representative.
- Inspect for leaks and report leak check result.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Check the condenser fans for clearances and free operation.
- Check tightness of condenser fan motor mounting brackets.
- Check the set screws on the fan shafts.
- Visually inspect the condenser coil for cleanliness.
- Verify the performance of the fan control inverter VFD, if applicable.
- Cleanup unit and work area.

##### Controls and Safeties

- Take sample of glycol and record freeze point, if applicable.
- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition of all indicator/alarm lights and LED/LCD displays.
- Test oil pressure safety device (as required). Calibrate and record setting.
- Check and test the operation of the chilled water interlocks.
- Check the chilled water pump control relay contacts.
- Verify the evaporator and chilled water heat tapes are operating.

##### Lubrication System

- Check oil for discoloration.
- Verify the operation of the oil heater. Measure amps and volts and compare the readings with the watt rating of the heater.

## SCHEDULES

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### Level One Scheduled Maintenance Agreement | HELI-ROTOR CHILLER, A-C | ROT-200 - *Continued*

#### Motor and Starter

- Disable starter per lockout/tag out procedures.
- Clean the starter cabinet and starter components.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check contactors for free and smooth operation.
- Check all mechanical linkages for wear, security and clearances.
- Check condition and verify tightness of the motor terminal connections.
- Meg the motor and record readings.
- Verify the operation of the electrical interlocks.
- Measure voltage and record.
- Provide a written report of completed work and indicate any uncorrected deficiencies noted.

#### STARTUP PROCEDURE

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- Report in with the customers' representative.
- Verify the operation of the oil sump heaters.
- Verify a full chilled water system.
- Start the chilled water pump.
- Test the operation of all flow-proving devices on the chilled water circuit.
- Start the chiller.
- Verify the unit starter panel operation, amperage, and voltage.
- Verify the operation of proper startup sequence
- Check the set point and sensitivity of the chilled water temperature control. Verify the operation.
- Verify the operation of the current control device.
- Check for proper refrigerant level.
- Verify the operation of the capacity control slide valves.
- Verify the operation of the "load" and "unload" solenoid valves.
- Verify the lead-lag compressor operation.
- Verify the operation of the electronic expansion valves.
- Check pressure drop across the oil filter.
- Verify clear refrigerant sight glasses.
- Check oil level.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies noted.

## SCHEDULES

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### Level One Scheduled Maintenance Agreement | HELI-ROTOR CHILLER, A-C | ROT-200 - *Continued*

## RUNNING INSPECTION

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- Report in with the customers' representative.
- Check the general condition of the unit.
- Log the operating temperatures, pressures, voltages, and amperages.
- Check the operation of the control circuit.
- Check the operation of the lubrication system.
- Check the operation of the motor and starter.
- Analyze the recorded data.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operation log and indicate any uncorrected deficiencies detected.

## SHUTDOWN PROCEDURE

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- Report in with the customers' representative.
- Shut down the chiller, pumps, and auxiliary equipment.
- Verify voltage to heat tape.
- Turn off equipment power as necessary.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operation log and indicate any uncorrected deficiencies detected.

**SCHEDULES**

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**Level One Scheduled Maintenance Agreement | AIR COOLED CONDENSER COIL CLEANING | CDS-200****AIR COOLED CONDENSER COIL CLEANING**

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- Report in with the customers' representative.
- Disable unit per lockout tag out procedures.
- Clean air cooled condenser coils using pressurized water. (Opposite path of air.)
- Enable unit.
- Cleanup work area.
- Provide a written report of completed work.

**SCHEDULES**

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**Level One Scheduled Maintenance Agreement | ANALYSIS SERVICES |****ANALYSIS SERVICES**

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Various diagnostic tests are to be performed depending on equipment type and duty. Reports with interpretation and recommendations will be included.

**TKO Analysis**

- This test using a refrigerant oil test kit provides an indication of whether the acid number of the refrigerant oil is safe or unsafe.