

WARRANTY PHASE ELEVATOR MAINTENANCE GUIDE

MINIMUM ELEVATOR MAINTENANCE DOCUMENTATION/EQUIPMENT/SOFTWARE REQUIREMENT

I. INITIAL WARRANTY PHASE ELEVATOR MAINTENANCE REQUIREMENT

- A. The Prime Contractor shall perform preventative maintenance on all elevators during the initial basic building warranty phase. The preventative maintenance shall be performed in conformance with the USF Design & Construction Guidelines, Special Project Warranty and Maintenance Service. The required maintenance shall be performed in conformance with the Warranty Phase Elevator Preventative Maintenance Schedule for hydraulic and traction elevators.
- B. USF Design and Construction Guideline require the prime contractor to provide minimum of 12 months of warranty service and preventative maintenance. The Guidelines do not provide a schedule of required maintenance. This Directive provides Warranty Phase Elevator Preventative Maintenance Schedule for hydraulic and traction elevators.
- C. Prior to bid award, the USF Project Manager, the Prime Contractor and the Elevator Vendor shall review with **USF FM Operations** to determine the list of applicable items on the Preventative Maintenance Schedule. At that time, the Elevator Vendor may propose substantively equivalent maintenance procedures that reflect changes in technology for **USF FM** review and consideration. Once an agreement is reached, the completed maintenance schedule must be signed, certified and submitted to **USF FM** at the end of warranty phase inspection.
- D. **Unrestricted Equipment Purchase:** The University's elevator maintenance company shall be allowed to purchase proprietary and/or non-proprietary equipment, parts, software, tools, etc. and install same in elevators for maintenance purposes.
- E. **Spare Parts:** Spare parts shall be available for sale for replacement or stock to be maintained at the building site, or the offices of any elevator contractor designated by the building owner to maintain their equipment.
 - 1. No exchange - only provisions shall limit any parts purchase.
 - 2. No building owner approval shall be required to process any parts order.
 - 3. A published price list shall establish reasonable list pricing for parts.
- F. **Diagnostics:** The control system shall be together with all available diagnostic tool functions, either onboard or in a separate device.
 - 1. Such maintenance, adjustment and troubleshooting device or system shall provide unrestricted access to all parameters, levels of adjustment, and flags necessary for maintenance of equipment.
 - 2. No expiring software, degrading operation, or key shall be accepted. Any lost or damaged tool shall promptly be replaced or repaired at reasonable cost.
- G. **Training:** Factory and/or on-site training shall be available from the original equipment manufacturer for enrollment by anyone who wishes to learn able installation, adjustment, maintenance and troubleshooting the equipment. Pre-approved training fees shall be both reasonable and appropriate.
- H. **Technical Support Hotline:** A technical support hotline shall be provided by the original equipment manufacturer so that the building owner is able to obtain assistance with adjustment, maintenance, and troubleshooting.
- I. **Engineering Support:** The original equipment manufacturer shall provide engineering support to any maintaining contractor so designated by the building owner.
- J. **Documentation:** Three (3) sets of manuals, engineering drawings, circuit diagrams and prints shall be provided with the equipment at the time of delivery. All documentation shall be available for replacement purchase, at a reasonable cost, by any installing or maintaining elevator contractor or persons so designated by the building owner.

II. END OF WARRANTY PHASE RE-INSPECTION

- A. The Contractor shall be financially responsible for the re-inspection of all project elevators by an independent inspection company within 30-calendar days prior to the end of the mfg. warranty period and final turnover to the University.

III. FORMS

- A. Warranty Phase Elevator Preventative Maintenance- **Hydraulic Elevators**
- B. Warranty Phase Elevator Preventative Maintenance- **Traction Elevators**