

**J-1502000-41 Winter Equipment Inspection at
the National Naval Medical Center (NNMC)**

**GENERAL DESCRIPTION OF WORK
PROVIDE DAILY INSPECTIONS DURING WINTER MONTHS**

The service provider will provide daily walk through inspections of buildings 1 thru 10, 54 and 55.

Service provider will perform daily rounds to check air handlers in buildings 1 thru 10, 54 and 55. Check all freeze stats, coils, dampers and applicable sub-systems to ensure against winter freeze – ups.

Daily rounds shall be performed from December 1st through March 31st (or as dictated by seasonal weather conditions).

Special Conditions:

The purpose of this work order is to cover daily inspections, adjustments and minor repairs, but due to the amount of damage that can result from a coil rupture, all preventive measures will be taken, as needed, to ensure against cold weather damage. The Service provider must report all major problems to Government personnel immediately.

Service provider may be asked to cover around the clock watch if the weather falls into the Teens by Government personnel.

Note: IDQ

When nightly temperature less than 15 degrees and or daily temperature less than 30 degrees. Estimate 15 days a year 100 hours a year . check AHU freeze stats and outside air dampers.

J-1502000-41 Winter to Summer Changeover Units at the National Naval Medical Center (NNMC)

Priority	Bldg. No.	Equipment Location	Description	Start Date	Complete Date
001	026	Rear Mech.Rm.	Switch summer/winter selector switch to summer. Start condenser water pump & chiller.		
002	060	Basement Mech.Rm.	} Switch summer/winter selector switch to "summer". Open valves marked summer. Close valves marked winter. Start chilled water pumps. Shut down heating hot water pumps.		
003	061	Basement Mech.Rm.			
004	050	East Side Mech.Rm.			
005	012	Basement Mech.Rm.			
006	001	6th Flr.Mech.Rm. 6116		Switch summer/winter selector switch to "summer." Start chilled water pumps. Secure hot water heat pumps in MER #33 rm# 1670.	
007	007	Roof Penthouse	Change selector switch to "summer."		
008	011	Basement Mech.Rm.	Switch summer/winter selector switch to "summer." Start chilled water pumps. Secure heating hot water pump. Secure steam to heat system. Some areas have window units and other areas have package units. Start all window air conditioners and air conditioning package units.		
009	141	Basement Mech.Rm.	Evaluate thermostat programming for summer mode. Verify cooling unit operation.		
010	031	Store Rm. & Roof	Switch summer/winter selector switch to "summer." Start chilled water pump.		
011	057	Rear Mech.Rm.	Secure heating system and start chilled water pump.		
012	056	Rear Mech.Rm.	Secure heating system and start chilled water pump.		
013	023	Basement Mech.Rm.	Secure heating system and start chilled water pump.		
014	055	B-03 Mech.Rm.	Start chilled water booster pump.		
015	055	C-05 Mech.Rm.	Ensure all chilled water valves are open to air handler unit.		
016	054	Basement Mech.Rm.	Switch wall thermostat to "cooling."		
017	020	Roof Top Unit	Ensure vent line is closed and plug is put back in strainer on roof top air handler unit.		
018	014	Roof Top Unit			

General Notes:

- A. Not all actions to accomplish Winter-to-Summer change-over are listed.
- B. Some controls may need minor adjustments when systems are changed over. Perform minor adjustments as required.
- C. Contractor is responsible for accomplishing all necessary actions to stabilize systems in summer cooling mode.
- D. In the event that items must be repaired to establish summer cooling mode notify the Navy and recommend appropriate action to repair.
- E. Replace air filters as part of Winter-to-Summer change-over.