



East Stroudsburg University of Pennsylvania
State System of Higher Education
Commonwealth of Pennsylvania

INSURANCE REQUIREMENTS
9/2009 Format

The Contractor shall maintain at his expense for the duration of the contract the following types of insurance and at least the minimum limits of liability shall be as described below. All policies shall be issued by insurance companies known to be financially sound and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania. Coverage shall be maintained without interruption from the date of commencement of the work until the date of final payment:

- a. Workers' Compensation insurance providing for the payment of benefits to employees of the Contractor for work under the contract. Employer's Liability Insurance.
- b. Broad Form Comprehensive General Liability Insurance providing coverage on a personal injury basis with a combined single limit of at least \$1,000,000 per occurrence Bodily Injury Liability and Property Damage Liability.
- c. Comprehensive Automobile Liability Insurance providing coverage with a combined single limit of at least \$1,000,000 per occurrence Bodily Injury Liability and Property Damage Liability.

The Certificates of Insurance must be submitted to your Point of Contact at the University and Purchasing Department prior to beginning any work on campus. The Contractor shall not perform work on Campus unless the Certificates of Insurance have been delivered to specified departments.

The Certificates must state: East Stroudsburg University of Pennsylvania, The State System of Higher Education and the Commonwealth of Pennsylvania are named as additional insured's and a 30 day notice of cancellation or non-renewal shall be mailed to: Purchasing Office, East Stroudsburg University, 200 Prospect Street, East Stroudsburg PA 18301.



4501 Chambers Hill Road
 Harrisburg, PA 17111
 Phone (717) 909-7000
 Fax (717) 909-7070

TECHNICAL SERVICE AGREEMENT (TSA) Prepared for:

DATE SUBMITTED: April 27, 2012

East Stroudsburg University
 200 Prospect Street
 East Stroudsburg, PA 18301

For Services to be Provided at the following Location(s):

East Stroudsburg University – No additional sites covered No additional sites covered
Campus Housing Facilities

Automated Logic agrees to provide the services described in the attached schedules in accordance with the following terms and conditions:

General Conditions
 Service Dept. Procedures
 Control Prints

Facility Management Systems
 Equipment List

Software Management
 FMS Services

Terms and Conditions of Payment

TERM	1	2	3	4	5
ANNUAL DUE DATE	July 1, 2012				
EXPIRATION DATE	June 30, 2013				
ANNUAL PAYMENT	\$1478				

After the initial contract period, this agreement shall automatically be renewed from year to year unless either party gives the other written notice to the contrary at least 60 days prior to the end of a contract year. The client will be advised of any pricing changes at least 60 days in advance of the anniversary renewal date.

In addition to the annual contract amount, the customer shall pay any present taxes or governmental charges with regard to the transfer, use, or ownership or possession of the equipment covered by this agreement. Payment will be made within 30 days of invoice date.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by Automated Logic. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through: **July 31, 2013**

Signatures

Submitted for
Automated Logic:

This agreement is accepted for
Customer:

Approved for
Automated Logic:

By: Stosh Snyder
 Title: Sales Executive

By: Scott Heinrich
 Title: Manager, Energy & Plant Services

By: Douglas W. Marks
 Title: General Manager

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____

GENERAL CONDITIONS

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described in this agreement. Normal working hours (7:00 a.m. to 3:30 p.m.; Monday through Friday, excluding holidays) will apply to all services, unless otherwise stated, including major repairs performed under this agreement.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer shall provide reasonable means of access to all equipment which are to be maintained. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Automated Logic shall be permitted to start and stop all primary equipment incidental to the operation of the mechanical system.
4. If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Automated Logic, at its sole option, reserves the right to terminate or re-negotiate this agreement based on the condition of the system after the changes have been made.
5. Customer shall permit only Automated Logic's personnel to perform the work included in this Agreement. Should anyone other than Automated Logic's personnel performs such work, Automated Logic may, at its option, cancel this Agreement or eliminate the involve equipment from this Agreement.
6. It is agreed that the contract price shall be adjusted yearly after the initial term; such adjustments shall be consistent with current labor and material costs. This agreement may be terminated after its initial term on the anniversary of its effective date by either party by giving written notice a minimum of 30 days prior to the that anniversary date.
7. Automated Logic shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Automated Logic' agents, employees or subcontractors.
8. ~~In the event Automated Logic must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Automated Logic's court cost and attorney's fees incurred by Automated Logic.~~ delete (mas) DM
9. ~~Any legal action against Automated Logic related to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.~~ delete (mas)
10. Automated Logic and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Automated Logic impractical: strikes, fires, war, late or non-delivery by suppliers of Automated Logic, and all other contingencies beyond the reasonable control of Automated Logic. Under no circumstances shall Automated Logic be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Automated Logic's liability exceed the purchase price paid under this contract.
11. The Customer shall pay Automated Logic in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Automated Logic.
12. Customer shall make available to Automated Logic's personnel all Material Safety Data Sheets accordance to OSHA's Hazard Communication Standard Regulations.
13. It is agreed that the customer shall assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes.
14. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
15. In the event Automated Logic is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Automated Logic control, the customer shall reimburse Automated Logic for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
16. If equipment becomes non-repairable due to unavailability of replacement parts, Automated Logic at its option, may remove the equipment from the contract and will not be required to maintain or service such equipment as a part of this agreement. However, Automated Logic will assist the owner in replacing the equipment at prevailing service rates.
17. Automated Logics's obligation under this Agreement does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substance, hazardous wastes or materials. In the event such substance, waste and materials are encountered, Automated Logic sole obligation will be to notify the Owner of their existence. Automated Logic has the right to suspend its work unit such substance, waste or materials are removed.
18. The customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as duct work, boiler shell and tubes. boiler refractory and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
19. Automated Logic reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.

FACILITY MANAGEMENT SYSTEMS

EQUIPMENT COVERED:

Automated Logic Controls and Building Automation System(s)

SPECIAL NOTES:

Special services will apply for ongoing support of facility temperature controls

PREVENTIVE MAINTENANCE INSPECTIONS

Automated Logic will perform scheduled preventive maintenance inspections in accordance with the Services Agreement page of this contract. Automated Logic will conduct its work during normal working hours at intervals determined by manufacturers' recommendations, usage, location, run-time intervals and/or our experience. Any exceptions to this scheduling are outlined as follows:

Scheduled preventive maintenance inspections for the covered equipment will provide those services required to maintain the system at maximum performance and reliability levels and may include the following:

ENERGY MANAGEMENT

Analyze, adjust, calibrate the applicable temperature sensors, humidity sensors, diagnostic LEDs, printers, power supplies, work stations, controllers, modems, input/output points, communication cabling, transmitters, transducers for the EMS system and Pneumatic compressed air system, transducers, pneumatic control valves, and final end pneumatic devices as listed in the Pneumatic Air Supply Service Procedure and Schedule of Equipment (attached).

Conduct an annual inspection and thorough preventive maintenance routine on each piece of covered equipment. In addition, make periodic tests and adjustments to ensure efficient and reliable operation of other major components.

REPAIR SERVICES

For the equipment covered on this page, Automated Logic will provide repair or replacement of components in accordance with the terms set forth on the Service Agreement page of this contract. This section outlines any exceptions to the master coverage as it pertains to the equipment covered on this page.

A. Billable Labor and Parts - ELECTED

The Customer will be advised of the defect. Subject to approval by an authorized agent of the customer, work will be performed on a preferred time and material basis.

B. Repair Labor - NOT ELECTED

All of the necessary unscheduled emergency labor to maintain, or restore or the equipment on the list of maintained equipment during Automated Logic's normal working hours is included. Any material replacement will be invoiced on a preferred pricing basis.

C. Comprehensive Coverage - NOT ELECTED

The labor and parts necessary to restore covered equipment to normal operation are included. These replacements will be of like or current design to prevent system depreciation or obsolescence. All work will be performed during InterCon Automation, Inc. normal working hours.

OPERATIONAL SUPPORT

Automated Logic will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed. A duplicate record will be maintained by Automated Logic who will review these work reports with the customer on a regularly scheduled basis in accordance with the Services Agreement.

Note: Existing Modem/Internet connection must be serviced and maintained by the customer.

SOFTWARE MANAGEMENT

System Upgrade Agreement - Maintains system at current industry standards and technology

As outlined under this proposal, Automated Logic agrees to provide System Upgrade Services for the Facility Management System installed in accordance with the listed drawings or system description:

All Automated Logic Building Automation products installed Control product or new installation at the facility outlined on page (1) will be covered by this portion of the contract.

System Application Support

Automated Logic agrees to provide recommendations to the customer regarding modifications to the existing system applications for added energy savings, more efficient operation, and further enhanced information and facility management capabilities.

Software Revision Upgrades (For Graphical User Interfaces)

Automated Logic agrees to provide the Customer with a copy of all new scheduled revisions and releases of Graphical User Interface Software which Automated Logic will make available during the term of this agreement. Timing of these releases will be as they are developed and in no way implies that these releases will occur on an annual or regular basis. **As applicable, hardware platform upgrade costs, installation labor charges of the software upgrades, and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed.**

Area Controller Firmware/Flashram Upgrades

Firmware upgrades of Area Controllers and Network Interface Modules will be provided by Automated Logic to the Customer at no cost, in exchange for the existing firmware. **As applicable, installation labor charges of the firmware upgrades and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed.**

Database Maintenance

Annually, as a minimum, Automated Logic will review all application software databases and verify that such databases are maintained in accordance with published recommended operating procedures. A complete backup of the most recently verified databases will be maintained, on file by Automated Logic for emergency backup through telephone modem link up or on site visit. **The customer will provide an auto-dial/auto-answer phone modem or internet connection to the Facility Management System. In addition, 24-hour phone line or internet access will be provided by the customer. Unless specified under the additional services provisions of this agreement, emergency service and phone modem support will be provided on a time and materials basis.**

Migration Hardware and Software Pricing Preference

In the event that the Customer desires to purchase new Graphical User Interfaces, LAN Interface Devices, and/or Area Controllers while this agreement is active, the Customer is guaranteed that they will receive a preferential discount on said equipment offered through standard Automated Logic pricing schedules.

SERVICE DEPARTMENT PROCEDURES & INFORMATION

Company Information

Automated Logic
4501 Chambers Hill Road
Harrisburg, PA 17111
(800) 251-8364 Toll Free
(717) 909-7000 Local
(717) 909-7070 Fax
EIN #25-1806405

AUTOMATEDLOGIC®

Company Hours

Office: Monday – Friday 7:30am – 4:30pm
Field/Dispatch: Monday – Friday 7:00am – 3:30pm

Contact Information – Key Service Personnel

NAME	FUNCTION	EXT	CELL	EMAIL
Kimberly LaVia	Service Dispatch	x116	n/a	kimberly.lavia@gointercon.com
Connie Zollers	Administration	x110	n/a	connie.zollers@gointercon.com
Deb Miller	Office Manager, A/P, A/R	x126	n/a	deb.miller@gointercon.com
Stosh Snyder	Acct Exec – Maintenance	x105	717.557.9374	stosh.snyder@gointercon.com
Shelly Matter	Acct Exec – Maintenance	x124	717.614.9991	shelly.matter@gointercon.com
Mark Crow	Acct Exec – Projects	x125	717.773.7992	mark.crow@gointercon.com
Jason Myers	Service Supervisor	x109	717.943.0393	jason.myers@gointercon.com
Hank Fernandez	Service Manager	x120	717.648.1163	hank.fernandez@gointercon.com
Doug Marks	General Manager	x113	717.648.1562	doug.marks@gointercon.com

Service Calls During Business Hours – 717.717.909.7000 x116

- During normal business hours, contact Kimberly LaVia by telephone or email.

Emergency Service Calls – After Hours - 717.909.7000

- After hours, our main number is monitored by a 24/7 answering service. Answering service personnel will obtain your contact information as well as the nature of your emergency. The answering service will immediately contact the on-call technician and the technician will respond to you directly.

Labor & Material Rates and Discounts (2012)

Scope of this contract includes technical, programming, and pneumatic support and assistance as determined by personnel. This agreement can be amended at any time to include additional technical service hours. Additional service work performed outside the scope of this contract will be billed on a time and material basis at the current Preferred customer rate, as opposed to the Standard rate.

Automated Logic Hardware & Software Discount: List – 50%

EQUIPMENT LIST

Equipment	Description	Qty.
Automated Logic BAS	See attached control drawings and prints	

FACILITY MANAGEMENT SYSTEMS

 X

EQUIPMENT TO BE MAINTAINED:

All control devices equipment shown on attached control drawings as prepared by Automated Logic and/or as outlined in the Equipment List.

 X

TECHNICAL SERVICE INSPECTIONS:

Automated Logic will perform scheduled preventive maintenance inspections in accordance with the Services outlined in this attachment. Automated Logic will conduct its work during normal working hours at intervals determined by manufacturers' recommendations, usage, location, run-time intervals and/or our experience.

Scheduled preventive maintenance inspections for the covered equipment will provide those services required to maintain the system at maximum performance and reliability levels and may include the following:

Analyze, adjust, calibrate the applicable temperature sensors, humidity sensors, diagnostic LEDs, printers, power supplies, work stations, controllers, modems, input/output points, communication cabling, transmitters, transducers for the EMS system and Pneumatic compressed air system, transducers, pneumatic control valves, and final end pneumatic devices as listed in the Pneumatic Air Supply Service Procedure and Schedule of Equipment (attached).

Conduct an annual inspection and thorough preventive maintenance routine on each piece of covered equipment. In addition, make periodic tests and adjustments to ensure efficient and reliable operation of other major components.

 N/A

REPAIR/REPLACE/EMERGENCY LABOR

Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts.

 X

EMERGENCY RESPONSE TIME

Automated Logic guarantees an onsite emergency response time of 4 hours. Initial telephone and/or remote connection response will be within two (2) hours of your emergency call if necessary.

 N/A

REPAIR EQUIPMENT/MATERIAL

Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts.

 X

OPERATIONAL SUPPORT

Automated Logic will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed. A duplicate record will be maintained by Automated Logic who will review these work reports with the customer on a regularly scheduled basis in accordance with the Service Agreement.

FACILITY MANAGEMENT SYSTEMS (continued)

 X **REMOTE / 24 HR TELEPHONE SUPPORT**

Automated Logic will provide remote telephone-based support to the customer. This service is intended to help clients with problems that need resolved immediately. We kindly request that non-urgent issues (setpoint changes, trending/alarming setup, etc.) be logged until the next service visit. An in-depth training DVD will be provided for the client to review system tips and operation at his/her convenience. **Note: Client agrees to provide Automated Logic with remote access to the WebCTRL system and server for the purpose of offsite emergency consulting, troubleshooting, and repair throughout the term of this agreement.**

 N/A **STAFF TRAINING – 4hr Visits per Year: _____**

Staff training is a personal, customized training session on any aspect of the WebCTRL system. Training sessions are conducted at the client's location or at Automated Logic's Harrisburg Branch office depending on the needs of the client. These training classes are intended to be small (<5 people), personal classes covering topics of interest to the attendees. Topics are as requested by the client and range from simple scheduling and trending to logic page modifications and adding points.

 N/A **SYSTEM CONSULTATION – 8hr Visits Per Year: _____**

System consultation is designed for us to consult with the client regarding how effectively and aggressively they are using the WebCTRL system to manage their building(s). Our technician will review scheduling, trending, occupied/unoccupied setpoints, demand levels, control strategies, building usage and other system parameters to identify areas of energy waste, discomfort, and operational savings.

 N/A **ENERGY BENCHMARK**

Automate Logic will gather your utility bills, conditioned square footage, and other data and perform an Energy Benchmark on your building. This involves entering building data in the EPA's EnergyStar Portfolio Manager software tool to assess the performance of your building against similar building types and uses in your climate. The rating system uses a scale from 1 to 100 with a minimum score of 75 required to become EnergyStar certified. Whether or not the client pursues EnergyStar certification, the tool provides an excellent report card as to how the building is currently performing compared to its peers, and serves as a benchmark for improving a lower score or maintaining a higher score. This benchmarking process can be followed with an Energy Assessment or Energy Audit depending on the needs of the client.



 X **C.A.R.E. PROCESS**

Automated Logic management will meet with you at least annually to ask you questions designed to ensure we are meeting or exceeding your expectations. This meeting is known as a Customer Assurance Review & Evaluation (CARE) meeting. We respectfully ask that you take the time to provide candid feedback during this meeting regarding our performance. It is the only way we can continue to improve our performance.

FACILITY MANAGEMENT SYSTEMS (continued)

 X

SOFTWARE MANAGEMENT

System upgrades help to maintain the WebCTRL system at current industry standards and technology and allows the client to take advantage of cutting edge tools provided in new software releases. Automated Logic will provide System Upgrade Services for the WebCTRL system installed at the facilities listed on page (1) of the contract. Software programs to be updated are as follows:

<u> X </u>	WebCTRL
<u> n/a </u>	WebCTRL 500
<u> n/a </u>	Advanced Reporting Module
<u> n/a </u>	Advanced Security Module
<u> n/a </u>	Advanced Alarming
<u> n/a </u>	Enterprise Integration

System Application Support

Automated Logic agrees to provide recommendations to the customer regarding modifications to the existing system applications for added energy savings, more efficient operation, and further enhanced information and facility management capabilities.

Server Software Revision Upgrades

Automated Logic agrees to provide the Customer with a copy of all new scheduled revisions and releases of Graphical User Interface Software which Automated Logic will make available during the term of this agreement. Timing of these releases will be as they are developed and in no way implies that these releases will occur on an annual or regular basis

Area Controller Firmware/Flashram Upgrades

Firmware upgrades of Area Controllers and Network Interface Modules will be provided by Automated Logic to the Customer at no cost, in exchange for the existing firmware. **As applicable, installation labor charges of the firmware upgrades and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed. The client may elect to have Automated Logic install these upgrades as part of a normal service visit.**

Database Maintenance

Annually, as a minimum, Automated Logic will review all application software databases and verify that such databases are maintained in accordance with published recommended operating procedures. A complete backup of the most recently verified databases will be maintained, on file by Automated Logic, for emergency backup through telephone modem link up or on site visit. **The customer will provide a broadband VPN connection to the Facility Management System. Unless specified under the additional services provisions of this agreement, emergency service and phone modem support will be provided on a time and materials basis.**

Migration Hardware and Software Pricing Preference

In the event that the Customer desires to purchase additional software revision or upgrades or new hardware or controllers while this agreement is active, the Customer is guaranteed that they will receive a preferential discount on said equipment of **List – 50%**.

Facility Management System Services

Automated Logic Corporation Server Interface

Service Procedure	Function	Benefit
Visual Inspection of Computers and Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures which can adversely affect system operation.
Analyze and Test Hard Disk Drive and Correct Errors.	System diagnostics on hard disk.	Protect database from catastrophic disk failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	Verify operation of monitor screen. Verify setup and operation of trend reports. Verify setup and operation of archival trend storage reports. Verify setup and operation of console devices. Verify setup and operation of remote site dial-up communications. Verify setup of users, passwords and privilege levels to agreed upon "as built". Correct records and/or differences as noted. Verify setup and operation of maintenance time reminder applications. Verify operation of print screen documentation capability. Verify synchronization of network clock operations. Verify operation of status log reports. Verify operation of point summary reports. Verify operation of real-time graphic displays. Verify setup and operation of EMS report applications.	Provides routine testing and verification that programs are performing as designed to produce expected results. Ensures that operational staff has thorough knowledge of system operations and methods.
Computers and Peripherals Checkout Device Database Backup	Provide backup of system databases. Perform routine disk file maintenance.	Ensures on-site PC files are maintained at operating standard. Ensures accumulated data may be recovered for later analysis. Protects total system from catastrophic loss or malicious damage by providing off-site archived storage. Provides an on-site backup of system for fast recovery in event of catastrophic failure. Ensures that disk is organized and clear of data previously saved to backup disk.

Facility Management System Services (continued)

LAN Gateway LGR, LGR-ME

Service Procedure	Function	Benefit
Visual Inspection of LEDs, Fuses, Cable Connectors, RS232 Ports	<p>Ensure device is not physically damaged.</p> <p>Report all damaged components.</p>	Ensures there are no impending device failures which can adversely affect system operation and integrity.
Clean and Inspect Battery Terminals	Ensure that connection is tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify System Database and Modifications	<p>Compare, verify that each device database matches agreed upon Owner "as built" prints and records.</p> <p>Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits.</p> <p>Provide assessment report to Owner of impact of all noted changes.</p> <p>Update "as built" records and database storage files with Owner approved changes.</p> <p>Correct all non-approved changes to "as built" status and download database to device as required.</p>	<p>Database verification ensures DDC system operates and performs as designed to meet goals for energy reduction and comfort performance.</p> <p>Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc.</p> <p>Provides Owner with recommended courses of action to improve performance over time.</p> <p>Ensures records are accurately maintained and documented.</p>
Verify Operation of Remote Telecommunication Datalink to Remote Site	<p>Initiate communications with DDC control network.</p> <p>Verify alarm dial-out capabilities to service contractor.</p>	<p>Provides continuous check of service response mechanism.</p> <p>Detects failure of third party datalink.</p>
Remote Service On-site Service	<p>Provide routine database backup service of all operating controller databases.</p> <p>In the event of catastrophic failure, download database to replacement device.</p> <p>Update device database to current operating standards.</p>	<p>Reduces downtime by having a current database available for replacement.</p> <p>Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.</p>
Verify Operation of System Control Outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

Facility Management System Services

Single Application and Multi-Purpose Controllers (S and M-line)

Service Procedure	Function	Benefit
Check Sequence of Mechanical Operation	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check Room Sensor Accuracy	Verify operational accuracy of room sensor within $\pm 0.5^{\circ}\text{F}$.	Ensures comfort of occupants is provided.
Check Zone Occupancy Override Operation Option	Verify that controlled systems switch from unoccupied to occupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control operations.
Check Economizer Cycle Operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check For Pneumatic Line Contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves or dampers to ensure occupant comfort and safety.

Facility Management System Services

Unitary and VAV (ZN-line) Controllers

Service Procedure	Function	Benefit
Check Airflow of Pressure Independent VAV Terminals	Verify that VAV terminal min./max. airflow conforms with "as built" drawings at current revision level. Provide written report of any variances greater than ± 50 CFM.	Ensures proper ventilation requirements. Ensures occupant comfort requirements can be met. Ensures building operations perform as designed, meeting efficiency standards for building.
Check VAV Sequence of Operation	Verify operation of heating, cooling, occupied, unoccupied and warm-up modes of operation.	Ensures system operates as designed to provide proper comfort under all operating conditions. Maintain system operating efficiency at design, reducing operational costs.
Check Room Sensor for Accuracy	Verify operational accuracy of room sensor within $\pm 0.5^{\circ}\text{F}$.	Ensures occupant comfort is met. Ensures system operates at maximum efficiency.
Check Duct Sensor for Accuracy	Verify operational accuracy of duct sensor within $\pm 1.0^{\circ}\text{F}$.	Ensures BTU calculations are accurate over time.
Check Airflow Sensor Pickup Tube For Contaminants	Verify that the lines are free from oil and water.	Ensures comfort of occupants is provided.

CUSTOMER COPY



4501 Chambers Hill Road
Harrisburg, PA 17111
Phone (717) 909-7000
Fax (717) 909-7070

TECHNICAL SERVICE AGREEMENT (TSA) Prepared for:

DATE SUBMITTED: April 27, 2012

East Stroudsburg University
200 Prospect Street
East Stroudsburg, PA 18301

For Services to be Provided at the following Location(s):

East Stroudsburg University – No additional sites covered No additional sites covered
University Campus

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Signatures

Submitted for
Automated Logic:

This agreement is accepted for
Customer:

Approved for
Automated Logic:

By: Stosh Snyder
Title: Sales Executive

By: Scott Heinrich
Title: Manager, Energy & Plant Services

By: Douglas W. Marks
Title: General Manager

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____

GENERAL CONDITIONS

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described in this agreement. Normal working hours (7:00 a.m. to 3:30 p.m.; Monday through Friday, excluding holidays) will apply to all services, unless otherwise stated, including major repairs performed under this agreement.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer shall provide reasonable means of access to all equipment which are to be maintained. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Automated Logic shall be permitted to start and stop all primary equipment incidental to the operation of the mechanical system.
4. If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Automated Logic, at its sole option, reserves the right to terminate or re-negotiate this agreement based on the condition of the system after the changes have been made.
5. Customer shall permit only Automated Logic's personnel to perform the work included in this Agreement. Should anyone other than Automated Logic's personnel performs such work, Automated Logic may, at its option, cancel this Agreement or eliminate the involve equipment from this Agreement.
6. It is agreed that the contract price shall be adjusted yearly after the initial term; such adjustments shall be consistent with current labor and material costs. This agreement may be terminated after its initial term on the anniversary of its effective date by either party by giving written notice a minimum of 30 days prior to the that anniversary date.
7. Automated Logic shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Automated Logic' agents, employees or subcontractors.
8. ~~In the event Automated Logic must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Automated Logic's court cost and attorney's fees incurred by Automated Logic.~~ Delete (MR) DM
9. ~~Any legal action against Automated Logic related to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.~~ delete (MR)
10. Automated Logic and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Automated Logic impractical: strikes, fires, war, late or non-delivery by suppliers of Automated Logic, and all other contingencies beyond the reasonable control of Automated Logic. Under no circumstances shall Automated Logic be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Automated Logic's liability exceed the purchase price paid under this contract.
11. The Customer shall pay Automated Logic in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Automated Logic.
12. Customer shall make available to Automated Logic's personnel all Material Safety Data Sheets accordance to OSHA's Hazard Communication Standard Regulations.
13. It is agreed that the customer shall assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes.
14. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
15. In the event Automated Logic is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Automated Logic control, the customer shall reimburse Automated Logic for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
16. If equipment becomes non-repairable due to unavailability of replacement parts, Automated Logic at its option, may remove the equipment from the contract and will not be required to maintain or service such equipment as a part of this agreement. However, Automated Logic will assist the owner in replacing the equipment at prevailing service rates.
17. Automated Logic's obligation under this Agreement does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substance, hazardous wastes or materials. In the event such substance, waste and materials are encountered, Automated Logic sole obligation will be to notify the Owner of their existence. Automated Logic has the right to suspend its work unit such substance, waste or materials are removed.
18. The customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as duct work, boiler shell and tubes, boiler refractory and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
19. Automated Logic reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.

FACILITY MANAGEMENT SYSTEMS

EQUIPMENT COVERED:

Automated Logic Controls and Building Automation System(s)

SPECIAL NOTES:

Special services will apply for ongoing support of facility temperature controls

PREVENTIVE MAINTENANCE INSPECTIONS

Automated Logic will perform scheduled preventive maintenance inspections in accordance with the Services Agreement page of this contract. Automated Logic will conduct its work during normal working hours at intervals determined by manufacturers' recommendations, usage, location, run-time intervals and/or our experience. Any exceptions to this scheduling are outlined as follows:

Scheduled preventive maintenance inspections for the covered equipment will provide those services required to maintain the system at maximum performance and reliability levels and may include the following:

ENERGY MANAGEMENT

Analyze, adjust, calibrate the applicable temperature sensors, humidity sensors, diagnostic LEDs, printers, power supplies, work stations, controllers, modems, input/output points, communication cabling, transmitters, transducers for the EMS system and Pneumatic compressed air system, transducers, pneumatic control valves, and final end pneumatic devices as listed in the Pneumatic Air Supply Service Procedure and Schedule of Equipment (attached).

Conduct an annual inspection and thorough preventive maintenance routine on each piece of covered equipment. In addition, make periodic tests and adjustments to ensure efficient and reliable operation of other major components.

REPAIR SERVICES

For the equipment covered on this page, Automated Logic will provide repair or replacement of components in accordance with the terms set forth on the Service Agreement page of this contract. This section outlines any exceptions to the master coverage as it pertains to the equipment covered on this page.

A. Billable Labor and Parts - ELECTED

The Customer will be advised of the defect. Subject to approval by an authorized agent of the customer, work will be performed on a preferred time and material basis.

B. Repair Labor - NOT ELECTED

All of the necessary unscheduled emergency labor to maintain, or restore or the equipment on the list of maintained equipment during Automated Logic's normal working hours is included. Any material replacement will be invoiced on a preferred pricing basis.

C. Comprehensive Coverage - NOT ELECTED

The labor and parts necessary to restore covered equipment to normal operation are included. These replacements will be of like or current design to prevent system depreciation or obsolescence. All work will be performed during InterCon Automation, Inc. normal working hours.

OPERATIONAL SUPPORT

Automated Logic will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed. A duplicate record will be maintained by Automated Logic who will review these work reports with the customer on a regularly scheduled basis in accordance with the Services Agreement.

Note: Existing Modem/Internet connection must be serviced and maintained by the customer.

SOFTWARE MANAGEMENT

System Upgrade Agreement - Maintains system at current industry standards and technology

As outlined under this proposal, Automated Logic agrees to provide System Upgrade Services for the Facility Management System installed in accordance with the listed drawings or system description:

All Automated Logic Building Automation products installed Control product or new installation at the facility outlined on page (1) will be covered by this portion of the contract.

System Application Support

Automated Logic agrees to provide recommendations to the customer regarding modifications to the existing system applications for added energy savings, more efficient operation, and further enhanced information and facility management capabilities.

Software Revision Upgrades (For Graphical User Interfaces)

Automated Logic agrees to provide the Customer with a copy of all new scheduled revisions and releases of Graphical User Interface Software which Automated Logic will make available during the term of this agreement. Timing of these releases will be as they are developed and in no way implies that these releases will occur on an annual or regular basis. **As applicable, hardware platform upgrade costs, installation labor charges of the software upgrades, and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed.**

Area Controller Firmware/Flashram Upgrades

Firmware upgrades of Area Controllers and Network Interface Modules will be provided by Automated Logic to the Customer at no cost, in exchange for the existing firmware. **As applicable, installation labor charges of the firmware upgrades and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed.**

Database Maintenance

Annually, as a minimum, Automated Logic will review all application software databases and verify that such databases are maintained in accordance with published recommended operating procedures. A complete backup of the most recently verified databases will be maintained, on file by Automated Logic for emergency backup through telephone modem link up or on site visit. **The customer will provide an auto-dial/auto-answer phone modem or internet connection to the Facility Management System. In addition, 24-hour phone line or internet access will be provided by the customer. Unless specified under the additional services provisions of this agreement, emergency service and phone modem support will be provided on a time and materials basis.**

Migration Hardware and Software Pricing Preference

In the event that the Customer desires to purchase new Graphical User Interfaces, LAN Interface Devices, and/or Area Controllers while this agreement is active, the Customer is guaranteed that they will receive a preferential discount on said equipment offered through standard Automated Logic pricing schedules.

SERVICE DEPARTMENT PROCEDURES & INFORMATION

Company Information

Automated Logic
4501 Chambers Hill Road
Harrisburg, PA 17111
(800) 251-8364 Toll Free
(717) 909-7000 Local
(717) 909-7070 Fax
EIN #25-1806405

AUTOMATEDLOGIC®

Company Hours

Office: Monday – Friday 7:30am – 4:30pm
Field/Dispatch: Monday – Friday 7:00am – 3:30pm

Contact Information – Key Service Personnel

NAME	FUNCTION	EXT	CELL	EMAIL
Kimberly LaVia	Service Dispatch	x116	n/a	kimberly.lavia@gointercon.com
Connie Zollers	Administration	x110	n/a	connie.zollers@gointercon.com
Deb Miller	Office Manager, A/P, A/R	x126	n/a	deb.miller@gointercon.com
Stosh Snyder	Acct Exec – Maintenance	x105	717.557.9374	stosh.snyder@gointercon.com
Shelly Matter	Acct Exec – Maintenance	x124	717.614.9991	shelly.matter@gointercon.com
Mark Crow	Acct Exec – Projects	x125	717.773.7992	mark.crow@gointercon.com
Jason Myers	Service Supervisor	x109	717.943.0393	jason.myers@gointercon.com
Hank Fernandez	Service Manager	x120	717.648.1163	hank.fernandez@gointercon.com
Doug Marks	General Manager	x113	717.648.1562	doug.marks@gointercon.com

Service Calls During Business Hours – 717.717.909.7000 x116

- During normal business hours, contact Kimberly LaVia by telephone or email.

Emergency Service Calls – After Hours - 717.909.7000

- After hours, our main number is monitored by a 24/7 answering service. Answering service personnel will obtain your contact information as well as the nature of your emergency. The answering service will immediately contact the on-call technician and the technician will respond to you directly.

Labor & Material Rates and Discounts (2012)

Scope of this contract includes technical, programming, and pneumatic support and assistance as determined by personnel. This agreement can be amended at any time to include additional technical service hours. Additional service work performed outside the scope of this contract will be billed on a time and material basis at the current Preferred customer rate, as opposed to the Standard rate.

Automated Logic Hardware & Software Discount: List – 50%

EQUIPMENT LIST

Equipment	Description	Qty.
Automated Logic BAS	See attached control drawings and prints	

FACILITY MANAGEMENT SYSTEMS

X

EQUIPMENT TO BE MAINTAINED:

All control devices equipment shown on attached control drawings as prepared by Automated Logic and/or as outlined in the Equipment List.

X

TECHNICAL SERVICE INSPECTIONS:

Automated Logic will perform scheduled preventive maintenance inspections in accordance with the Services outlined in this attachment. Automated Logic will conduct its work during normal working hours at intervals determined by manufacturers' recommendations, usage, location, run-time intervals and/or our experience.

Scheduled preventive maintenance inspections for the covered equipment will provide those services required to maintain the system at maximum performance and reliability levels and may include the following:

Analyze, adjust, calibrate the applicable temperature sensors, humidity sensors, diagnostic LEDs, printers, power supplies, work stations, controllers, modems, input/output points, communication cabling, transmitters, transducers for the EMS system and Pneumatic compressed air system, transducers, pneumatic control valves, and final end pneumatic devices as listed in the Pneumatic Air Supply Service Procedure and Schedule of Equipment (attached).

Conduct an annual inspection and thorough preventive maintenance routine on each piece of covered equipment. In addition, make periodic tests and adjustments to ensure efficient and reliable operation of other major components.

N/A

REPAIR/REPLACE/EMERGENCY LABOR

Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts.

X

EMERGENCY RESPONSE TIME

Automated Logic guarantees an onsite emergency response time of 4 hours. Initial telephone and/or remote connection response will be within two (2) hours of your emergency call if necessary.

N/A

REPAIR EQUIPMENT/MATERIAL

Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts.

X

OPERATIONAL SUPPORT

Automated Logic will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed. A duplicate record will be maintained by Automated Logic who will review these work reports with the customer on a regularly scheduled basis in accordance with the Service Agreement.

FACILITY MANAGEMENT SYSTEMS (continued)

 X

REMOTE / 24 HR TELEPHONE SUPPORT

Automated Logic will provide remote telephone-based support to the customer. This service is intended to help clients with problems that need resolved immediately. We kindly request that non-urgent issues (setpoint changes, trending/alarming setup, etc.) be logged until the next service visit. An in-depth training DVD will be provided for the client to review system tips and operation at his/her convenience. **Note: Client agrees to provide Automated Logic with remote access to the WebCTRL system and server for the purpose of offsite emergency consulting, troubleshooting, and repair throughout the term of this agreement.**

 N/A

STAFF TRAINING – 4hr Visits per Year: _____

Staff training is a personal, customized training session on any aspect of the WebCTRL system. Training sessions are conducted at the client's location or at Automated Logic's Harrisburg Branch office depending on the needs of the client. These training classes are intended to be small (<5 people), personal classes covering topics of interest to the attendees. Topics are as requested by the client and range from simple scheduling and trending to logic page modifications and adding points.

 N/A

SYSTEM CONSULTATION – 8hr Visits Per Year: _____

System consultation is designed for us to consult with the client regarding how effectively and aggressively they are using the WebCTRL system to manage their building(s). Our technician will review scheduling, trending, occupied/unoccupied setpoints, demand levels, control strategies, building usage and other system parameters to identify areas of energy waste, discomfort, and operational savings.

 N/A

ENERGY BENCHMARK

Automate Logic will gather your utility bills, conditioned square footage, and other data and perform an Energy Benchmark on your building. This involves entering building data in the EPA's EnergyStar Portfolio Manager software tool to assess the performance of your building against similar building types and uses in your climate. The rating system uses a scale from 1 to 100 with a minimum score of 75 required to become EnergyStar certified. Whether or not the client pursues EnergyStar certification, the tool provides an excellent report card as to how the building is currently performing compared to its peers, and serves as a benchmark for improving a lower score or maintaining a higher score. This benchmarking process can be followed with an Energy Assessment or Energy Audit depending on the needs of the client.



 X

C.A.R.E. PROCESS

Automated Logic management will meet with you at least annually to ask you questions designed to ensure we are meeting or exceeding your expectations. This meeting is known as a Customer Assurance Review & Evaluation (CARE) meeting. We respectfully ask that you take the time to provide candid feedback during this meeting regarding our performance. It is the only way we can continue to improve our performance.

FACILITY MANAGEMENT SYSTEMS (continued)

 X

SOFTWARE MANAGEMENT

System upgrades help to maintain the WebCTRL system at current industry standards and technology and allows the client to take advantage of cutting edge tools provided in new software releases. Automated Logic will provide System Upgrade Services for the WebCTRL system installed at the facilities listed on page (1) of the contract. Software programs to be updated are as follows:

<u> X </u>	WebCTRL
<u> n/a </u>	WebCTRL 500
<u> n/a </u>	Advanced Reporting Module
<u> n/a </u>	Advanced Security Module
<u> n/a </u>	Advanced Alarming
<u> n/a </u>	Enterprise Integration

System Application Support

Automated Logic agrees to provide recommendations to the customer regarding modifications to the existing system applications for added energy savings, more efficient operation, and further enhanced information and facility management capabilities.

Server Software Revision Upgrades

Automated Logic agrees to provide the Customer with a copy of all new scheduled revisions and releases of Graphical User Interface Software which Automated Logic will make available during the term of this agreement. Timing of these releases will be as they are developed and in no way implies that these releases will occur on an annual or regular basis

Area Controller Firmware/Flashram Upgrades

Firmware upgrades of Area Controllers and Network Interface Modules will be provided by Automated Logic to the Customer at no cost, in exchange for the existing firmware. **As applicable, installation labor charges of the firmware upgrades and additional application engineering required by the upgrade will be presented to the customer or the authorized agent of the customer for approval prior to any releases being installed. The client may elect to have Automated Logic install these upgrades as part of a normal service visit.**

Database Maintenance

Annually, as a minimum, Automated Logic will review all application software databases and verify that such databases are maintained in accordance with published recommended operating procedures. A complete backup of the most recently verified databases will be maintained, on file by Automated Logic, for emergency backup through telephone modem link up or on site visit. **The customer will provide a broadband VPN connection to the Facility Management System. Unless specified under the additional services provisions of this agreement, emergency service and phone modem support will be provided on a time and materials basis.**

Migration Hardware and Software Pricing Preference

In the event that the Customer desires to purchase additional software revision or upgrades or new hardware or controllers while this agreement is active, the Customer is guaranteed that they will receive a preferential discount on said equipment of List – 50%.

Facility Management System Services

Automated Logic Corporation Server Interface

Service Procedure	Function	Benefit
Visual Inspection of Computers and Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures which can adversely affect system operation.
Analyze and Test Hard Disk Drive and Correct Errors.	System diagnostics on hard disk.	Protect database from catastrophic disk failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	Verify operation of monitor screen. Verify setup and operation of trend reports. Verify setup and operation of archival trend storage reports. Verify setup and operation of console devices. Verify setup and operation of remote site dial-up communications. Verify setup of users, passwords and privilege levels to agreed upon "as built". Correct records and/or differences as noted. Verify setup and operation of maintenance time reminder applications. Verify operation of print screen documentation capability. Verify synchronization of network clock operations. Verify operation of status log reports. Verify operation of point summary reports. Verify operation of real-time graphic displays. Verify setup and operation of EMS report applications.	Provides routine testing and verification that programs are performing as designed to produce expected results. Ensures that operational staff has thorough knowledge of system operations and methods.
Computers and Peripherals Checkout Device Database Backup	Provide backup of system databases. Perform routine disk file maintenance.	Ensures on-site PC files are maintained at operating standard. Ensures accumulated data may be recovered for later analysis. Protects total system from catastrophic loss or malicious damage by providing off-site archived storage. Provides an on-site backup of system for fast recovery in event of catastrophic failure. Ensures that disk is organized and clear of data previously saved to backup disk.

Facility Management System Services (continued)

LAN Gateway LGR, LGR-ME

Service Procedure	Function	Benefit
Visual Inspection of LEDs, Fuses, Cable Connectors, RS232 Ports	<p>Ensure device is not physically damaged.</p> <p>Report all damaged components.</p>	Ensures there are no impending device failures which can adversely affect system operation and integrity.
Clean and Inspect Battery Terminals	Ensure that connection is tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify System Database and Modifications	<p>Compare, verify that each device database matches agreed upon Owner "as built" prints and records.</p> <p>Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits.</p> <p>Provide assessment report to Owner of impact of all noted changes.</p> <p>Update "as built" records and database storage files with Owner approved changes.</p> <p>Correct all non-approved changes to "as built" status and download database to device as required.</p>	<p>Database verification ensures DDC system operates and performs as designed to meet goals for energy reduction and comfort performance.</p> <p>Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc.</p> <p>Provides Owner with recommended courses of action to improve performance over time.</p> <p>Ensures records are accurately maintained and documented.</p>
Verify Operation of Remote Telecommunication Datalink to Remote Site	<p>Initiate communications with DDC control network.</p> <p>Verify alarm dial-out capabilities to service contractor.</p>	<p>Provides continuous check of service response mechanism.</p> <p>Detects failure of third party datalink.</p>
Remote Service On-site Service	<p>Provide routine database backup service of all operating controller databases.</p> <p>In the event of catastrophic failure, download database to replacement device.</p> <p>Update device database to current operating standards.</p>	<p>Reduces downtime by having a current database available for replacement.</p> <p>Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.</p>
Verify Operation of System Control Outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

Facility Management System Services

Single Application and Multi-Purpose Controllers (S and M-line)

Service Procedure	Function	Benefit
Check Sequence of Mechanical Operation	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check Room Sensor Accuracy	Verify operational accuracy of room sensor within $\pm 0.5^{\circ}\text{F}$.	Ensures comfort of occupants is provided.
Check Zone Occupancy Override Operation Option	Verify that controlled systems switch from unoccupied to occupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control operations.
Check Economizer Cycle Operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check For Pneumatic Line Contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves or dampers to ensure occupant comfort and safety.

Facility Management System Services

Unitary and VAV (ZN-line) Controllers

Service Procedure	Function	Benefit
Check Airflow of Pressure Independent VAV Terminals	Verify that VAV terminal min./max. airflow conforms with "as built" drawings at current revision level. Provide written report of any variances greater than ± 50 CFM.	Ensures proper ventilation requirements. Ensures occupant comfort requirements can be met. Ensures building operations perform as designed, meeting efficiency standards for building.
Check VAV Sequence of Operation	Verify operation of heating, cooling, occupied, unoccupied and warm-up modes of operation.	Ensures system operates as designed to provide proper comfort under all operating conditions. Maintain system operating efficiency at design, reducing operational costs.
Check Room Sensor for Accuracy	Verify operational accuracy of room sensor within $\pm 0.5^{\circ}\text{F}$.	Ensures occupant comfort is met. Ensures system operates at maximum efficiency.
Check Duct Sensor for Accuracy	Verify operational accuracy of duct sensor within $\pm 1.0^{\circ}\text{F}$.	Ensures BTU calculations are accurate over time.
Check Airflow Sensor Pickup Tube For Contaminants	Verify that the lines are free from oil and water.	Ensures comfort of occupants is provided.