

Exhibit "F"
Maintenance Responsibility Matrix

	<u>Equipment (if applicable)</u>	<u>Scope</u>	<u>Responsible Party</u>
Misc.	Specialized Gym Equipment	Repair/Maintenance/Replacement	B&G
	Gym Flooring	Repair/Maintenance/Replacement	B&G
	Kitchen Equipment	Repair/Maintenance/Replacement	B&G
	Security Alarm System	Repair/Maintenance/Replacement	B&G
	Fire Sprinkler System	Repair/Maintenance/Replacement	COC
	Sports Equipment (Score Boards, Backboards)	Repair/Maintenance/Replacement	B&G
	Computer/Data/Phone Equipment	Repair/Maintenance/Replacement	B&G
	Fitness Equipment	Repair/Maintenance/Replacement	B&G
	Membership Tracking System	Repair/Maintenance/Replacement	B&G
	Custodial Services	30 Hours Weekly Custodial Services	COC
Fire/Life Safety (Per NFPA)		Inspection of all Fire Alarm units: Complete process is completed within a year in quarterly intervals, verify labeling of panel and breaker, change batteries	COC
	Fire Alarm Inspection		COC
	Fire Extinguisher Certification	Certify all fire extinguishers	COC
	Fire Pump (power and controls)	Disconnect PM, exercise, visual, clean, IR, service per IR report, clean control panel	COC
	Fire Pump: Battery Replacement	Replacement of batteries in unit, coincides with generator battery replacement	COC
	Fire Pump: 2 year NFPA Service	2yr Service	COC
	Fire Pump: Testing	Fire pump test, diesel svc, ctrlr test/Flow Test	COC
	Fire Riser Pressure Gauge	Visual Inspection of pressure guage and readings	COC
	Riser Pressure Guage Replacement	Replace per NFPA interval	COC
	Fire Riser	Certification of Fire Risers	COC
	Fire Sprinkler	Inspection of fire sprinkler system/Fire Risers	COC
	Fire Sprinkler	Inspection of fire sprinkler system/Fire Risers	COC
	Fire Sprinkler Line Flush	Flush wet and dry lines	COC
	Fire Alarm Monitoring	monitoring	COC
	Drop Down Doors: Test and Cert.	Inspection, test, reset, certification	COC
	Fire Rated Door Insp	Inspection - condition, door seals, closers	COC

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Access Control	Access Control Boards		COC
	Various Power Supplies		COC
	Card/Keypad Readers		COC
	Backup Batteries		COC
	Door/Door Hardware/Key Cores		COC
CCTV	Camera Lens Cleaning	Verify operation	B&G
	DVR	Software updates	B&G
Overhead doors	Door assemblies	Inspect, clean, and lube	COC
	Operators	Inspect, clean, and lube	COC
			COC
RollingGates	Gate Assemblies	Inspect, clean, and lube	COC
	Operators	Inspect, clean, and lube	COC
	Track assemblies	Inspect, clean, and lube	COC
General Maintenance	Automatic Doors	automatic door PM.	COC
	ADA Operators	Battery change to pushpad	COC
	Door Pull Test	ADA door pull test	COC
	Glass Sliders		COC
	Ice Machine Cleaning	PM/Deep Clean	COC
	Roof: PM	Inspect roof membrane for penetrations/wear/damage	COC
	Wheel Chair Lifts	Weekly Test	COC
	Exterior Power Wash		COC
	Solar Power Systems	Steam Clean solar panels	COC
	Paint Touchup		COC
	Bird Cleanup/ Trapping		COC
	Indoor/Outdoor Signage		COC
	P-Traps	Fill traps with water	COC
	Celing Tiles Checks	Broken, stained	COC
	Window Cleaning	Contract cleaning	COC

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	Lights Check		COC
	Building wear and tear	paint and finishes	COC
	Batteries Check on Fire Panels		COC
	Carpet	General Cleanliness	COC
	Mister Checks		COC
	Stair and Railing Check		COC
	Pest Control Service		COC
	Street Sweeping		COC
	Bathroom Wall Tile Replacement	When needed	COC
	Parking Lot Asphalt and Striping	Resurface, overlay, re- seal, re-stripe	COC
	Landscape/Exterior Hardscape		COC
Plumbing	Jetting	Jetting service	COC
	Backflow Assemblies & Locations	Test and certs	COC
	P-Traps	Primer check	COC
	Sump Pump/Pump Station	Verify flow and operation	COC
	Roof Drains	Clean/flush	COC
	RR Fixture Inspection	Test and check for leaks	COC
	Water Heaters	Visual inspection of water connections,exercise ball valves and temp check	COC
	Garbage Disposal Checks		COC
	Faucet Battery Replacement		COC
	Automated Flush Battery Replacement		COC
	Flush Valve Checks		COC
	Plumbing leaks		COC
	Isolation valves - exercise		COC
Mechanical	Mini Split Units/Filter change	Preventative Maintenance	COC
	Air Handler Filter change	Air handlers A/C and fan coils	COC
	Boiler Domestic: Inspection	Preventative maintenance	COC
	Chiller: PM	Preventative maintenance	COC
	Chilled Water Pumps (3 Pumps)	Preventative maintenance lube	COC
	Cooling tower PM	Preventative maintenance	COC
	Condenser Water Pumps (3 Pumps)	Preventative maintenance lube	COC
	Water Feature Pumps (1 Pump)	Preventative maintenance lube	COC

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	HVAC AHU Cabinet Cleaning and Inspection	Clean/Inspect/Lubricate/function check	COC
	HVAC Belts: Change Out	Air handlers A/C and fan coils	COC
	Cooling Tower Cleaning	Annual PM	COC
	Vapor Exhaust Fans	Restrooms: PM	COC
	Water Flow Sensors	Inspect and clean the Chilled waterflow sensors	COC
	Plate/Frame Heat Exchanger	Clean Sheets/Repair or replace gaskets, Flush	COC
	Strainers or screens	Clean and inspect	COC
	Coil Flush	Heating and cooling coils	COC
	HVAC Water Treatment: Testing	Water treatment for central plant chilled water loop	COC
Electrical	Electrical Service PM	Visual inspection of Service, Clean, IR, Exercise Main Service Disconnect and Run Generator, verify building power, verify/calibrate/document breaker trip settings, verify/service surge protection and monitoring systems.	COC
	Battery Replacement: Generator	Emergency power generator	COC
	Transformers Normal and Emergency	Visual, IR, Tighten Lug connections per IR report	COC
	Transformer Disconnects	Visual, IR, Tighten Lug connections per IR report, label/verify Line and Load breaker location and Panel, verify spare fuses at Disconnect, verify ARC Flash Decal	COC
	Distribution Panels	Visual inspection, clean, IR, tighten connections per IR report, label/verify individual switches, calibrate switch trip settings, spare switch inventory	COC
	Sub-Panels	Visual, IR, tighten connections per IR report, clean, verify labeling of panel, update/verify panel schedule, stock spare breakers	COC
	Equipment disconnects	Visual, clean, IR, Tighten connections per IR report, clean, verify labeling of line and load on disconnect, verify ARC Flash Decal	COC
	Lighting Panels	Visual, IR, Service per IR report, clean, Check controls-photo/scheduler, Verify controller is present and functional, Label/verify panel labels and ARC Flash decal, Verify/update panel schedule	COC

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	Lighting Dimmer Panels(council chambers)	Visual, IR, Service per IR report, Verify labeling and Arc Flash decals, verify/update panel schedules, verify presence of spare dimmers	COC
	Interior Lighting PM	replace lamps, ballasts, drivers and sensors as needed, verify spares present	COC
	Exterior Lighting PM	replace lamps, and ballasts as needed, verify spare lamps, ballasts, and drivers	COC
			COC
	Chiller #1: 4160V Starter (HV)	Visual and Mechanical Inspection of the Chiller Starters	COC
	Chiller	Exercise breaker, Disconnect PM, verify labeling of line and load, clean, verify spare fuses present, IR, service per IR report	COC
	Chiller Insulation Testing	Visual/mechanical inspection of the chiller starter MCC	COC
	Cooling tower	Exercise breaker, Disconnect PM, verify labeling of line and load, clean, verify spare fuses present, IR, service per IR report	COC
	Pump motors	Exercise breaker, Disconnect PM, verify labeling of line and load, clean, verify spare fuses present, IR, service per IR report	COC
	Air handlers	Exercise breaker, Disconnect PM, verify labeling of line and load, clean, verify spare fuses present, IR, service per IR report	COC
	A/C units, mini-split and package units	Exercise breaker, Disconnect PM, verify labeling of line and load, clean, verify spare fuses present, IR, service per IR report	COC
	VFD	Verify labeling of panel, circuit, and equipment at VFD, Check connections, IR, clean, check conductor insulation at connections,	COC
	Mechanical Room PM	Install new light bulbs in mechanical rooms, verify function of switches and sensors	COC
	Code Blue Phones, PM & Certified	Code Blue PM - Parking Lot/Structure	COC

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	Electrical Sub/main: PM (HV)	Preventative maintenance/Annual IR scan	COC
	Emergency Lighting	Manual test of exit signs and egress lighting batteries	COC
	Emergency Transformers (HV)	Preventative Maintenance	COC
	Generator: Breaker PM	Visual/mechanical inspection of the generator circuit breaker	COC
	Generator: Load Test		COC
	Generator Exercise	Automatically initiated, verified by Maint. Tech	COC
	Transfer Switch PM	Visual, Clean, IR, tighten connections per IR report,	COC
	Generator: PM	Annua PM and load test	COC
			COC
			COC
	Ground Fault System (HV)	Visual/mechanical inspection of the ground fault systems	COC
	Inverter: PM	Preventative maintenance inverters/Parking Structure	COC
	IR Testing	Infrared testing of electrical	COC
	Inverters	Replace batteries in PS1 inverters basement level	COC
	Relay switch gear	Preventative Maintenance & electrical testing of all relays	COC
	Switch Gear UPS	Replace batteries switch gear UPS/Gen Sync	COC
	Switchgear UPS: PM	Preventative maintenance switch gear UPS/Gen Sync PM	COC
	Transformer Oil Testing	test the transformer oil	COC
	UPS Battery Replacement	Replace batteries	COC
	UPS PM	Replace, check	COC
	Ductile Bussing PM	Visual, IR, Service per IR report	COC
	Solar Power Systems	Quarterly PM done by Service Contract Provider	COC
	Clean Electrical Rooms	Clean, dust, sweep, open gutters and inspect conductor insulation and connections, install new lamps in fixtures	COC
	Power to Water Heater and Connections	PM disconnect, inspect, exercise, clean, label/verify, verify spare fuses present, check connections at H2O,	COC

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	Power to Re-Circulation Pumps	PM disconnect, inspect, exercise, clean, label/verify, verify spare fuses present, check connections at pump	COC
	Parking Lot Lights	Repair, replace, relamp	COC