

# **Exhibit A**

## **Scope of Work**

### **1. Objective**

To provide comprehensive preventive and corrective maintenance services to ensure safe, reliable, and efficient operation of the elevator systems at Cedar River Water and Sewer District.

### **2. Equipment Covered**

<b># of Units:</b> 1 Elevator	<b>Manufacturer:</b> TKE	<b>Model:</b> TAC20	<b>Floors Served:</b> 2
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### **3. Scope of Services**

#### **A. Preventative Maintenance**

Regular inspections and servicing at scheduled intervals, including:

- Lubrication of moving parts
- Cleaning of elevator pits, machine rooms and car tops
- Inspection of cables, sheaves, guides and safety mechanisms
- Adjustment of door operators and control systems
- Testing and verification of operational performance
- Checking and replacing filters
- Review of fault logs and controller diagnostics

**\*Frequency: Quarterly, as per manufacturer's guidelines or contract terms.**

#### **B. Corrective Maintenance**

Repair or replacement of defective or worn components, including:

- Door mechanisms, control system parts, buttons, indicators and hall stations, lighting and ventilation systems in the cab, safety systems (brakes, buffers, overspeed governors)

#### **C. Emergency Callouts**

24/7 availability for elevator maintenance or entrapments

#### **D. Testing & Compliance**

- Periodic safety tests as required by code (e.g. annual no-load test, 5-year full load test)
- Maintain logs and documentation for inspections
- Coordinate with local code officials for certification

## **E. Reporting**

Provide quarterly service reports including:

- Maintenance activities performed
- Faults found and resolved
- Parts replaced
- Recommendations for future service or modernization

### **4. Exclusions (*Unless otherwise agreed*)**

- Major component replacements (e.g., motors, ropes, major controllers)
- Vandalism or damage due to misuse
- Electrical supply or building system failures
- Upgrades or modernization work

### **5. Standards & Regulations**

All work shall comply with:

- ASME A17.1 / CSA B44 – Safety Code for Elevators and Escalators
- Local jurisdiction regulations
- Manufacturer maintenance specifications

### **6. Contractor Responsibilities**

- Provide certified technicians
- Maintain service logs on-site and remotely
- Keep all tools and parts in safe condition.
- Maintain liability and worker's comp insurance

### **7. Client Responsibilities**

- Ensure unrestricted and safe access to all equipment areas.
- Notify contractor of unusual operation.
- Maintain building systems supporting elevator function.