

COUNCIL MEETING PACKET
For

July 21, 2016
5:00 P.M.

Council Meeting

City of Oberlin, Kansas
Gateway 1 & 2
Oberlin, Kansas

AGENDA
CITY COUNCIL MEETING
Gateway 1 & 2 – Oberlin, Kansas
July 21, 2016
5:00 PM

Meeting Called to Order – Mayor Ladd Wendelin

ROLL CALL of the Members of the City Council and determination of quorum.
Williby_____ Addleman _____ Marchello _____ Horn_____ Oien_____

PLEDGE OF ALLEGIANCE to the Flag

PROCLAMATIONS

BOARD APPOINTMENTS

PUBLIC COMMENT

- Oral Communications from the Audience

CONSENT AGENDA: Discussion and possible action by motion to approve the following items and or reports:

- Approval of minutes of previous meetings
- Appropriation Ordinance (Payment of Bills)
Motion_____ Second_____

OLD BUSINESS

1. Approval of Ordinance Regarding Right of Ways (Hirsch)
2. City Properties: 212 N Rodehaver and 706 E Commercial (Zodrow/Hirsch)
3. 2017 Budget Presentation (Zodrow)

New Business

1. Approval of Glassman Corporation, Hays for Service & Preventive Maintenance Agreement for the Gateway HVAC Unit

Executive Session

1. #1 Executive Session to discuss non-elected personnel.

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Public Works Report
- Treasurers Report
- Other Reports

ADJOURNMENT

- Action – Motion to Adjourn
Motion_____ Second_____

A copy of this notice is posted on the front window of the Oberlin City Hall (Gateway) in a place convenient and readily accessible to the general public at all times, and said notice was posted on **July 18, 2016** at 4:00 p.m. and remained so posted continuously preceding the scheduled time of said meeting.

Sandy Rush, City Clerk

The City Council for the City of Oberlin is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the City Clerk, 785-475-2217; or go by 1 Morgan Drive, Oberlin KS, during normal business hours at least forty-eight (48) hours in advance of the meeting.

Consent Agenda

REGULAR COUNCIL MEETING – July 7, 2016 – GATEWAY – 5:00 P.M.

CALL TO ORDER – Mayor Ladd Wendelin called the meeting to order at 5:00 pm and the Pledge of Allegiance to the Flag was recited.

Roll Call of the Members of the City Council - Josh Williby, Brandon Oien and Jim Marchello. **Majority of the Body Present.**

Absent – Marilyn Horn and Rusty Addleman

Others Present – City Attorney Steve Hirsch, City Foreman David Sporn, Treasurer Steve Zodrow, Police Chief Troy Haas and Amy, Marilyn Black, Heather McDougal, Kari Morford, Shayla Williby, Tasha Carman, Mike McKenna, Marcia Lohofener, Kris Mathews, Lisa Votapka, Valisha Raile, Lucas Coryell, Kurt Vollertsen, Rhonda Goddard with Nex-tech, Tiffany Kershner, with Options, Angie Baldelomar with the Oberlin Herald and City Clerk Sandy Rush.

PROCLAMATIONS – none

APPOINTMENTS – none

PUBLIC COMMENT

CONSENT AGENDA

Approval of the minutes of the June 16, 2016 regular Council meeting.

Appropriations Ordinance – Payment of Bills

Williby moved, second by Oien to approve the Consent Agenda. **Motion carried.**

OLD BUSINESS

Request for Use of Sappa Park by Chamber of Commerce for Up in Smoke, Reitz & Rust and Red Brick Rode Car Show – Chamber of Commerce members asked for permission to use the Sappa Park for the Sappa Fest scheduled on September 10, 2016. The entry gate would start east of the Shirley's with all of the Park to be used, including the Shelter House. Oien moved, second by Williby to approve the use of the Park. They asked the members to keep Jeremy Tally and City Foreman David Sporn informed. **Motion carried.**

Discuss Sidewalk CDBG Special Activities Grant – City Treasurer Steve Zodrow reported that the proposed costs for the downtown sidewalk could total over \$250,000. The reason for such an expense is due to added labor involved in changing out water shut offs and the difficulty of using a bobcat under the awnings. Zodrow recommends at this time to pass by the opportunity of the grant, which the Council agreed to since the Budget would probably not allow it if the City is to continue building up the street department fund.

Discuss Fees Regarding Right of Way Ordinance – After a long discussion, Williby moved, second by Oien to waive the Right of Way fees as required in Ordinance 868 for Nex-Tech. **Motion carried.** Council requested City Attorney Steve Hirsch rewrite the Ordinance to state that fees for entities such as Eagle and AT&T that hold valid franchise agreements with the City would have the fees waived with all other provisions still to be applicable. Companies only passing through town with no franchise agreement and providing no service to the community would have to pay the fees.

NEW BUSINESS

Playground/Park Improvements Budget Request & Approval for Memorial Drinking Fountain for the City Park – Valisha Raile with the Playground/Park committee presented a proposed outdoor drinking fountain to be purchased and installed with memorial funds provided by Violet Brown Memorial, to be located at the City Park. Oien moved, second by Williby to approve the structure with the supervision of Water Supervisor Willard Perrin and City Foreman David Sporn. **Motion carried.**

Request for Donation from Options – Tiffany Kershner with Options from Hays requested support for their program that handles victims of domestic & sexual violence in Decatur County. Williby moved, second by Oien to approve the donation of \$500. **Motion carried.**

Request Permission to Use Dane G. Hansen Grant for a PA System Downtown. - Kurt Vollertsen with the Decatur Area Development requested approval of the installation of a sound system, including new speakers, on Main Street. These are to be paid with by the Dane G. Hansen Grant for \$3,599 they were granted. Oien moved, second by Williby to approve the installation. **Motion carried.**

Discuss EDC Quarterly Allocation –Councilman Jim Marchello stated it was their responsibility to the public to have accountability of how public monies are used. In order to accomplish this he stated that we needed to open up the communication channels between the council and EDC. Oberlin-Decatur County Economic Development Corporation (EDC) Director Shayla Williby presented a balance sheet on the EDC, Theater and the Bowling Alley. After a long discussion, Marchello moved, second by Oien to give the quarterly allocation to the Oberlin-Decatur County Economic Development Corp. with the stipulation that the council be provided the monthly EDC Board minutes and financial reports at least on a quarterly basis. **Motion carried.**

Discuss Director Position for the CVB – Lisa Votapka with the Convention Visitors Bureau (CVB) discussed the proposal of hiring a contract part time CVB Marketing Manager to develop and implement marketing and communication initiatives for the City of Oberlin. After a discussion, Hirsch recommended the CVB have a conversation with the Oakley Tourism Director for suggestions. He also recommends the person would need to be on a payroll instead of contract. It was decided to table the discussion until more information was gathered.

Ordinance Concerning Payment of Insurance Proceeds – Oien moved, second by Williby to approve Ordinance No. 888 as presented by City Attorney Hirsch. **Motion carried.** This protects the city in the event that a building is damaged by a fire, explosion or wind to set up a fund that would cover the clean-up of the property. The insurance companies would have to send 15% of the proceeds to the city to hold until such time as the property is cleaned up and then the money gets sent back to the insurance company.

Approval for Title Search of Airport Property and Vicinity – Oien moved, second by Williby to approve the request from City Attorney Hirsch to have a title search done on the airport area to verify the exact amount of property the city owns. **Motion carried.**

Gateway Ice Maker Repairs – Oien moved, second by Williby to approve the purchase of the new ice maker for the Gateway, to be paid from the Bremer fund for \$3100. **Motion carried.**

EXECUTIVE SESSIONS

#1 Executive Session –

At 7:00 pm, Oien moved, second by Williby to enter into executive session for 5 minutes for non-elected personnel, to include Mayor, Council, City Attorney, City Foreman and City Clerk. **Motion carried.**

Back at 7:05, Oien moved, second by Williby to approve the recommended raises. **Motion carried.**

#2 Executive Session

At 7:05 pm, Oien moved, second by Williby to enter into executive session for 10 minutes for attorney-client privilege, to include Mayor, Council, City Attorney and City Clerk. **Motion carried.**

Back at 7:15 pm with no action taken.

2017 Budget Discussion – City Treasurer Steve Zodrow handed out a preliminary 2017 Budget. Up for discussion was the airport five year capital improvement program that would include the budgeting of \$34,000 for seal coat for the runway. Funding for the Gateway that is needed, possibly by adding a franchise fee to the electric. Zodrow presented budgets from all the area towns that were already using a franchise fee to generate funds for their general fund. The growing street maintenance department also needs funded. Zodrow also presented the Arts & Humanities

Commission proposed budget for their 2017 year. The commission is requesting an increase of \$4000 in support. He asked the Council to take the proposed budget home and review.

Zodrow stated the Sappa Youth Ranch Buildings were costing the city approximately \$10,000 annually to insure the three dorm houses and the office and would like the council to reevaluate the type of coverage. Williby moved, second by Oien to lower the coverage to liability only on the buildings. **Motion carried.**

Williby moved, second by Oien to request a special meeting for the object and purpose of a 2017 Budget Workshop to be held in conjunction with the special meeting held for the discussion of a City Administrator on July 18, 2016 at 5 pm. **Motion carried.**

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

Public Works – City Foreman David Sporn’s report is attached. Also attached was the picture of the 1999 International Dump Truck that he purchased as approved June 16, 2016

ADJOURNMENT -At 8:30 pm Williby moved, second by Oien the meeting be adjourned. **Motion carried.**

Mayor, Ladd Wendelin

City Clerk, Sandy Rush

REQUEST FOR A SPECIAL COUNCIL MEETING

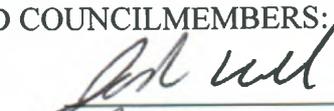
Oberlin, Kansas

Date 7/18/2016

TO: Mayor of Oberlin, Kansas

We, the undersigned council members of the City of Oberlin, Kansas, hereby respectfully request you to call a special meeting of the City Council to be held July 18, 2016 at 5:00 o'clock p.m. at the Gateway, for the object and purpose of discussing non-elected personnel for the City of Oberlin and a 2017 Budget Workshop.

SIGNED COUNCILMEMBERS:



Josh Williby



Brandon Oien



Jim Marchello

Marilyn Horn



Rusty Addleman

SPECIAL COUNCIL MEETING July 18, 2016 - GATEWAY - 5:00 P.M.

Call to Order - Mayor Wendelin called the special meeting to order at 5:00 pm. He announced the reason for the special meeting was to discuss City Administrator Resumes and Applicant process for the City of Oberlin and to hold a 2017 Budget Workshop.

Roll Call of the Members of the City Council: Mayor Ladd Wendelin, Josh Williby, Brandon Oien, Rusty Addleman (left at 5:45) and Jim Marchello (arrived at 5:10pm). **Majority of the Body Present.**

Absent: Marilyn Horn, Steve Hirsch City Attorney

Others Present: Police Chief Troy Haas, City Foreman David Sporn, Water Supervisor Willard Perrin, City Treasurer Steve Zodrow, Angie Baldelomar with the Oberlin Herald, Anna Keena with the League of Kansas Municipalities (LKM) and City Clerk Sandy Rush.

#1 Executive Session – At 5:05 pm, Williby moved, second by Oien to enter into executive session for 45 minutes to discuss non-elected personnel. To include Mayor, Council, City Clerk and Anna Keena with LKM. **Motion carried.** Back in session at 5:50 pm with no decision made.

#2 Executive Session – At 6:00 pm Williby moved, second by Marchello to enter into a second executive session for 10 minutes to discuss non-elected personnel. To include Mayor, Council, City Clerk and Anna Keena with LKM. **Motion carried.** Back at 6:10 pm with no decision made.

2017 Budget Workshop – There was a lengthy discussion on the Budget and several suggestions were requested by the council to be made and presented by Treasurer Zodrow at the next meeting.

At 7:30 pm Williby moved, second by Marchello to adjourn. **Motion carried.**

City Clerk, Sandy Rush

Mayor, Ladd Wendelin

ORDINANCE # 889

An ordinance regarding right of ways.

Be it ordained by the Governing Body of the City of Oberlin, Kansas:

Section 1. Definitions. (a) "Public right-of-way" means only the area of real property in which the city has a dedicated or acquired right-of-way interest in the real property. It shall include the area on, below or above the present and future streets, alleys, avenues, roads, highways, parkways or boulevards dedicated or acquired as right-of-way. The term does not include the airwaves above a right-of-way with regard to wireless telecommunications or other nonwire telecommunications or broadcast service, easements obtained by utilities or private easements in platted subdivisions or tracts.

(b) "Occupant" means any person, firm, corporation, association, utility, or entity, which enters upon the right-of-way of the City, or in any manner establishes a physical presence on, upon, in or over the right-of-way of the City, for the purpose of installing, construction, maintaining or operating lines, conduits, wires, fiber optic wires, cables, pipes, pipelines, poles, towers, vaults or appliances, or related facilities or appurtenances thereto.

Section 2. Authorization From City Required. (a) No person, firm, corporation, association, utility, or entity, shall enter upon the right-of-way of the City, or in any manner establish a physical presence on, upon, in or over the right-of-way of the City, for the purpose of installing, construction, maintaining or operating lines, conduits, wires, fiber optic wires, cables, pipes, pipelines, poles, towers, vaults or appliances, or related facilities or appurtenances thereto, without the express written permission of the City. The permission of the City may be granted by a franchise agreement pursuant to the provisions of K.S.A. 12-2001 et seq. or by such other agreement as the governing body determines best protects the public interest in the right-of-way.

(b) Nothing in this ordinance shall be interpreted as granting an occupant the authority to construct, maintain or operate any facility or related appurtenance on property owned by a city outside of the public right-of-way.

(c) The city shall process each valid and administratively complete application for use of the right-of-way within 30 days.

Section 3. Health, Safety, and Welfare Regulations. The authority of a provider to use and occupy the public right-of-way shall always be subject and subordinate to the reasonable public health, safety and welfare requirements and regulations of the city.

Section 4. Compliance With, Manual of Uniform Traffic Control Devices. Any occupant of the public right-of-way shall comply with the provisions of Standards and Guides for Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations Part VI of the Manual of Uniform Traffic Control Devices (MUTCD), published by the U.S. Department of

Transportation, Federal Highway Administration, 1988 Edition, Revision 3, dated September 3, 1993, which is incorporated herein by reference as if fully set forth herein.

Section 5. Emergencies. If there is an emergency necessitating response work or repair, any person, firm, corporation, association, utility, or entity which has been granted permission to occupy the public right-of-way may begin that repair or emergency response work or take any action required under the circumstances, provided that the person, firm, corporation, association, utility, or entity notifies the city promptly after beginning the work and timely thereafter meets any permit or other requirement had there not been such an emergency.

Section 6. Repair. Any occupant of the public right-of-way is hereby required to repair all damage to a public right-of-way caused by the activities of that occupant, or of any agent affiliate, employee, or subcontractor of that occupant, while occupying, installing, repairing or maintaining facilities in a public right-of-way and to return the right-of-way, to its functional equivalence before the damage pursuant to the reasonable requirements and specifications of the city. If the occupant fails to make the repairs required by the city, the city may effect those repairs and charge the occupant the cost of those repairs.

Section 7. Relocation. Whenever requested by the city, in order to accomplish construction and maintenance activities directly related to improvements for the health, safety and welfare of the public, an occupant promptly shall remove its facilities from the public right-of-way or shall relocate or adjust its facilities within the public right-of-way at no cost to the political subdivision. Such relocation or adjustment shall be completed as soon as reasonably possible within the time set forth in any request by the city for such relocation or adjustment. Any damages suffered by the city or its contractors as a result of such occupant's failure to timely relocate or adjust its facilities shall be borne by such occupant.

Section 8. Fees. The following fees shall be assessed against occupants of the public right-of-way:

- (a) A permit and inspection fee of fifty cents per foot of right of way usage;
- (b) An excavation fee of Ten Dollars for each street or pavement cut
- (c) Repair and restoration costs associated with repairing and restoring the public right-of-way because of damage caused by the provider, its assigns, contractors, and/or subcontractors in the right-of-way; and
- (d) A performance bond, in a form acceptable to the city, from a surety licensed to conduct surety business in the state of Kansas, insuring appropriate and timely performance in the construction and maintenance of facilities located in the public right-of-way.

Section 9. Indemnity. (a) Occupants shall indemnify and hold the city and its officers and employees harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees (including reasonable attorney fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and

nature, including personal or bodily injury (including death), property damage or other harm for which recovery of damages is sought, to the extent that it is found by a court of competent jurisdiction to be caused by the negligence of the occupant, any agent, officer, director, representative, employee, affiliate or subcontractor of the provider, or their respective officers, agents, employees, directors or representatives, while installing, repairing or maintaining facilities in a public right-of-way.

(b) The indemnity provided by this subsection does not apply to any liability resulting from the negligence of the city, its officers, employees, contractors or subcontractors. If an occupant and the city are found jointly liable by a court of competent jurisdiction, liability shall be apportioned comparatively in accordance with the laws of this state without, however, waiving any governmental immunity available to the city under state law and without waiving any defenses of the parties under state or federal law.

(c) This section is solely for the benefit of the city and occupant and does not create or grant any rights, contractual or otherwise, to any other person or entity.

Section 10. Claim Notification. An occupant shall promptly advise the other in writing of any known claim or demand against the provider or the city related to or arising out of the occupant's activities in a public right-of-way.

Section 11. Waiver. Fees for persons and/or entities holding valid franchise agreements with the City of Oberlin shall have the fees herein waived, however all other provisions shall still be applicable.

Section 12. Penalty Provision. Any person, firm, corporation, association, utility, or entity, or agent, contractor or subcontractor thereof, violating any provision of this article, shall be guilty of a municipal offense, and shall upon conviction be subject to a maximum fine of \$500.00. Each day of violation shall constitute a separate and distinct offense.

Section 13. This ordinance shall take effect and be in full force from and after its adoption and publication in the official city newspaper.

Passed by the Council and approved by the Mayor on this 21st day of July, 2016.

Mayor, Ladd Wendelin

Attest:

City Clerk, Sandy Rush

Glassman Corporation

900 Commerce Parkway

Hays, KS 67601

785-625-2115

Pre Planned Service and Preventive Maintenance Agreement

Preventative Maintenance

Inspection and Cleaning

Agreement For:

Company Name: Gateway Civic Center

Owner/Manager: _____

Address: 1 Morgan Rd.

Oberlin Ks 67749

Phone: 785-475-2217

Agreement Includes: (2) Comprehensive cleaning and inspection of covered equipment scheduled

(Please See Attached Preventive Maintenance Task List).

Automatically includes 2 filter changes per year. (Filters supplied by owner).

Priority emergency service weekdays 8am to 6pm and evenings at \$75.00 per hour.

Weekends and holidays billed at \$112.50 per hour and \$1.00 per mile.

Non-covered regular service labor and materials are charged at \$75.00 per hour.

with materials billed less 10% if paid within 30 days of work performed and Agreement is paid up to date.

To Cover The Following Equipment:

Please See Attached Equipment List.

Service will be furnished from: July 1, 2016 to June 30, 2019

Annual Premium – To Be Paid One Time Per Year - \$2,595.00

Payment To Be Made As Follows: Full upon acceptance of agreement.

Agreement is payable in advance, and shall continue for yearly periods thereafter until terminated by either party in writing with at least 30 days written notice. Annual Agreement price can be adjusted only at the Anniversary date, unless equipment is added or subtracted from the original Agreement. Agreement price based on covered equipment being in good operating condition. Pre-existing conditions must be remedied before the terms of this Agreement are in effect.

NO SERVICE WILL BE RENDERED UNDER THIS AGREEMENT IF CUSTOMER HAS A PAST DUE ACCOUNT.

THIS AGREEMENT IS TRANSFERABLE.

Terms And Conditions Agreed To By Glassman Corporation

- A. To provide planned maintenance inspections and filter changes as specified on Preventive Maintenance Task Sheets.
- B. To utilize only qualified personnel, employed or supervised by Glassman Corporation
- C. To take all reasonable precautions to avoid damage to property or injury to persons.
- D. To instruct purchaser in the basic operations of the system to provide the best operating efficiency or conditions.
- E. To warranty all parts and materials to the extent that they are warranted by the supplier or manufacturer
- F. To use ordinary care in performing the tasks outlined in the Agreement. No inspection shall be construed as a guarantee of the condition of the equipment. The service company cannot be liable for any failure to discover any condition that requires repairs or replacements.
- G. To undertake improvements or repairs only with purchaser's authority.
- H. To provide purchaser with priority service.

Terms And Conditions Agreed To By Purchaser:

- A. To provide free access to all equipment during normal working hours.
- B. Purchaser will assume responsibility and pay for all service and material required to repair or replace: structural supports, cabinets, fan guards, drain pans, panels, ductwork, insulation, recording instruments, gauges or thermometers, water, drain, steam and boiler tubes, refractory, smoke stacks, breaching, storage tanks, door heaters, door gaskets, hinges, and hardware, light fixtures, bulbs, and ballasts, grilles, and special electronic controls.
- C. Purchaser will assume responsibility and pay for all service and material required to repair or replace: electrical - lines beyond the equipment itself (including low voltage and thermostat wiring), power cords to and from unit, electrical power failure, low voltage, disconnect switches, burnt out main or branch fuses and circuit breakers. Plumbing - drains beyond the unit itself, water piping, water treatment, water filters, water shutoff, gas piping, corrosion and erosion.
- D. Seller shall not be liable for any damage due to destruction by fire, commercial delays, spoilage, freezing, loss of business, war conditions, acts of nature where circumstances are beyond his control. The purchaser shall assume liability for any accident, injury, damage or loss to equipment, personnel, property or revenue not directly caused by negligence on the part of the service company.
- E. Seller shall not be required to remove, alter, or modify any part of the building structure or equipment, including ductwork, in performance of this Agreement.
- F. Seller shall not be responsible for changes, repairs or corrections to equipment including parts, due to design, government code, insurance requirements, obsolescence, improper water treatment, vandalism, abuse, misuse, improper operation, and negligence.
- G. Seller shall not be responsible for high pressure washing of any type unless otherwise specified in Preventive Maintenance Task List.

Acceptance Of Agreement:

Purchaser: Gateway Civic Center

Name: _____

Title: _____

Date: _____

Signature: _____

Seller: Glassman Corporation

Name: Kevin Coomes

Title: Sales Engineer

Date: _____

Signature: _____

Agreement To Cover The Following Equipment:

Unit Description	Manufacturer - Model #	Quantity
4 Ton Package HVAC	M-48TFE005-611	1
	1304g10160	
4 Ton Package HVAC Unit	M-50HJE05-620	2
	C092GU3354	
	C092GU3353	
7.5 Ton Package HVAC Unit	M-48TFD008-611	1
	0504G30450	
7.5 Ton Package HVAC Unit	M-48TFE008-611	1
	0504G11455	
10 Ton Package HVAC Unit	M-48TFED012-611	1
	1304G30659	
12 Ton Package HVAC Unit	M-TCED14A2G6AOAOA	1
	1010G10710	
15 Ton Package HVAC Unit	M-48TMD016-611A	1
	0409U01793	
25 Ton Package HVAC Unit	M-48A4E027-NG611E	1
	0212U01398	
25 Ton Package HVAC Unit	M-48A4E3027-CG611E	1
	2509U1245	
	Total	10

Preventative Maintenance Task List

Customer _____

Spring Air Conditioning on RTU's : (Filter Changed by others)

Date _____ Completed By _____ Job # _____

Equipment: Model # _____ Unit # _____

- Replace belt one time per year (if applicable).**
- Clean condenser coil.
- Inspect evaporator coil (if accessible) for restriction; brush clean as needed.
- Inspect condensate drains and drain pans. Clean as needed and add pan tablets.
- Lubricate condenser and evaporator fan/blower motors.
- Check fan blades for balance and alignment.
- Start air conditioner and check voltage.
- Start air conditioner and check amperage.
- Test safety controls.
- Inspect motor contactors for pitting, corrosion, arcking, or fusing.
- Inspect start run capacitors and relay.
- Check vibration and noise levels.
- Inspect doors for alignment and sealing
- Check moisture indicator.
- Inspect for bent fins on heat exchangers.
- Check tubing for vibration and distortion.
- Check outdoor air thermostats and economizer operation.
- Inspect damper linkages and motors, adjust and tighten as needed.
- Check megohm meter reading of compressor when needed.
- Inspect and tighten electrical connections.
- Liquid line pressure _____
- Suction line pressure _____
- Check voltage line L1-L2 _____ L1-L3 _____ L2-L3 _____
- Check load voltage L1-L2 _____ L1-L3 _____ L2-L3 _____
- Check amp draw on compressor actual _____ rated _____
- Check amp draw on condenser fan actual _____ rated _____
- Check amp draw on blower actual _____ rated _____
- Clean & flush condensate pump

Preventative Maintenance Task List

Customer _____

Fall Heat RTU's (Filters Changed by others)

Date _____ Completed By _____ Job # _____

Equipment: Model # _____ Unit # _____

- Check belt tension, alignment, and condition (if applicable). Adjust as required.
- Lubricate induced draft motor and blower motor (oil/grease bearings).
- Inspect heat exchangers for cracks if accessible.
- Clean burners and burner tubes.
- Check thermocouples.
- Verify fan switch operation.
- Inspect pilot flame and adjust.
- Test burner safety controls.
- Inspect gas lines and shut-off.
- Check combustion air inlets.
- Clean flue pipes.
- Calibrate thermostats.
- Check fusible links and limit disc.
- Calibrate fuel/air ratio.
- Test all limit switches.
- Check outdoor air thermostats and economizer operation.
- Verify proper gas pressure if applicable.
- Check crankcase heater for proper operation.
- Inspect motor contactors for pitting, corrosion, arcing, or fusing.
- Inspect and tighten all electrical connections.
- Clean & flush condensate pump for a 90% furnace