

Maintenance Procedures and Schedules

9 E 71st NY, NY

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Maintenance Staff

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Maintenance

Systems

The residence has extensive mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems, which are controlled and monitored by the residence's BMS – Building Maintenance System. These systems are to be maintained as required to insure the highest standards are achieved. Each zone has Daily, Weekly, Six Month, and/or Annual Schedules to be followed to insure these high standards are consistently maintained. All schedules are to be adjusted to accommodate the Principal when he is in residence. The Maintenance Supervisor will perform the maintenance and use Approved Vendors for additional assistance when required.

The systems are as follows:

Refrigeration Chillers

Cooling Towers

Main Air Handlers

Pumps P1-P7

Air Handlers AC - 5,6,7,8,10,11,13,16,17

Hot Water Heating Reheating

Steam Reduction Station

Fire Safety System

Sewage Ejector System

Emergency Generator

Domestic- Hot and Cold Water System

Chemical Treatment System

Control System, HVAC System

Elevator

Bathroom and Kitchen Exhaust Fans

Snow Melt Controller

Fire Place Draft Inducers

Lutron Lighting System

Refrigeration Chillers

Daily Schedule

1. Check Chilled Water in, out and temperature pressure.
2. Check condenser water in, out and temperature pressure.
3. Check refrigerant pressure, high/suction.

Weekly Schedule

1. Check oil level compression.
2. Check refrigerant charge.

Monthly Schedule

1. Clean multi-stack, condenser high efficiency strainer.

Quarterly Schedule

1. Check tightness of electrical connections.
2. Check compression unloaders.
3. Check flow switched and safety circuits.
4. Perform refrigerant leak tests.
5. Check high pressure relief valve.
6. Check thermostatic expansive valve (TXV).

Six Months Schedule

1. Perform amperage readings.
2. Check refrigerant moisture level.
3. Clean carrier.

Annual Schedule

1. Clean condenser tubes.
2. Change condenser head gasket.
3. Change filter dryer.
4. Perform oil sample analysis (see owner's manual section one)

Five year Schedule

1. Eddy current test.

When Needed

1. Add oil.

Cooling Towers

Daily Schedule

1. Check Condenser water temperature in and out; 10 Degrees Delta supply and return.
2. Check fan speed operation; fast and slow.
3. Check fill valve operation.
4. Check sump and water condition.
5. Open drain valve sump to blow down deposits that form in the sump.

Weekly Schedule

1. Check remote sump suction screen.

Quarterly Schedule

1. Tighten fan belts.

Six Months Schedule

1. Replace belts.

Note: See Operating and Maintenance Industries in owner's manual, section two. Proper chemical treatment is very important to keep the tower and chiller running trouble free.

Main Air Handlers

Daily Schedule (checked from the Building Maintenance System and fan unit four times a day; remotely and at 9 E)

1. Check fan discharge temperature.
2. Check fan humidity level return/supply.
3. Check that all set point on all controls are being maintained.
4. Check all chilled water pressure across coil supply and return.
5. Check zone temperatures.

Weekly Schedule

1. Blow down zone inlet strainer and reheat control valves on AC1, AC2, AC 3.
2. Check belts.

Quarterly Schedule

1. Change Filters.

Six Months

1. Clean zone re heat coils via pressure washing all coils, cooling, heating, and reheat zones.
2. Change fan belts.
3. Grease bearings.

Note: See Trane Maintenance CLCH- 2, page 4 for maintenance procedures. See section three owner's manual for all checklists.

Nortech Humidifiers

Daily Schedule

1. Check discharge and return humidity levels, BMS.
2. Check Nortech unit at fan for proper digital display.
3. Check unit for alarms.

As Needed

1. Change humidifier cylinder about three times a year as needed. The unit will send an alarm.

Pumps P1 – P7

P1, P2, P3 - Cooling Tower pumps
P4, P5- Chilled Water pumps
P6, P7- Re Heat, Hot Water Pumps

Daily Schedule

1. Check pump pressure supply return.
2. Check pump seal for leaks (floor has leak detection).

Weekly Schedule

1. Check for bearing noise/seal ware.
2. Check pump gland for leaks in pump seals.

Monthly Schedule

1. Test for levels (by clarity chemical) in closed loop and open loop water systems, heating and chilled water.

Annual Schedule

1. Grease pump motor bearings, pump bearings.

Note: Rebuild pumps as needed (we average two per year); send out to Argo General pump to re-machine all internal parts and seals.

Domestic Hot Water

Daily Schedule

1. Check Patterson Kelly Hot Water Heaters, Supply Temperature.
2. Check Bell & Gosset recirculation pumps.
3. Check steam control valves to heater.
4. Check pressure relief valve for water leaks.

As Needed

1. Add oil to Bell and Gossett pumps (every two to three months).

Domestic Cold Water, Constant Pressure System

Daily Schedule

1. Check pump operation.
2. Check system pressure.
3. Check area for leaks.

Air Handlers

AC 5, 6, 8, 10, 13, 16, 17

AC 5 - 5th floor staff living room.

AC 6 - bed room stair

AC 8 - 6th floor movie room

AC 10- security office

AC 13- laundry

AC 16- Cellar area pressing/garbage room

AC 17- 505 south bed room g. max office

Note: Same maintenance as AC1-4; see owner's manual, section 3, page 4.

Hot Water Re-Heat System

Bell & Gossett

HX1, HX2 – heat exchanges

Note: for maintenance check service manual next page; control set points and system from Landis BMS System, building office; Landis steam valve controls steam pressure to heat exchanger, see Siemens SKA Electronic Valve Actuator.

Heating System

Daily Schedule

1. Check Supply and return temperature form BMS and unit on SC – level.
2. Check reheat pump discharge pump pressure 120 psi.
3. Check water make up PRV. For usage if valve is moist and wet. Make sure it is ni use showing link in system.

Weekly Schedule

1. Check and open heat exchange shell; to blow down valve; condensate- if steam comes out, there is a leak.

Monthly Schedule

1. Clarify water and check corrosion inhibitor levels in system.
2. Check steam inlets valves for proper operation at BMS and heat exchanger.

Steam Reduction System

Overall:

1. Check high pressure steam service.
2. Check medium pressure steam service.
3. Check low pressure steam service.
4. Check high pressure condensate.
5. Check Pressure reducing valves. Spence
6. Check Pressure reducing control piolets. Spence
7. Check Steam traps.
8. Check Condensate recovery tank.
9. Check bolted flanges with gaskets.
10. Check steam heaters/ monthly readings Con ED needs access, will call in advance.

Daily Schedule

1. Checking high (180 pse), medium (45 pse) and low (5-7 pse) pressure readings.
2. Check steam reduction station for leaks and condensate system.
3. Check condensate traps and tank for steam passing.

Weekly Schedule

1. Check Con Edison meter readings.

NOTE: DO NOT WORK ON HIGH PRESSURE SYSTEM WITHOUT PROPER CON EDISON STREET SHUT DOWN. CON EDISON STEAM EMERGENCY 1-

[REDACTED]

Fire Safety System

Daily Schedule

1. Check fire command station 1st bldg office daily.

Monthly Schedule

1. Check main fire pump.
2. Check sprinkler pump.
3. Check hall hose cabinet.
4. Check outside Siamese connection.
5. Check roof manifold.
6. Inspect Stand Pipe Sprinkler per NYC law.
7. Check fire exit.
8. Fill out stand pipe and sprinkler inspection log for New York Fire Dept.

Six Month Schedule

1. Inspect kitchen ansul system.
2. Clean smoke alarms throughout the entire residence,

Annual Schedule

1. Clean fire reserve tank.
2. Check smoke alarms.

Sewage Ejector

Location: sub cellar, downstairs, left side.

Daily Schedule

Check daily for proper operation.

Weekly Schedule

1. Check controls weekly, lift floats, see if pumps are out.

Monthly schedule

1. Treat with Citrus solution sump treatment- Clorox bleach.

NOTE: IF NOT MAINTAINED PROPERLY, WILL FLOOD!

Emergency Generator

1. Location above 6th floor fan room.
2. Check control panel.
3. Check NICAD battery rack system.

Weekly Schedule

1. Check operation.
2. Check battery bank.

When Needed

1. Check oil every 200 hours.

Note: Refer to white electrical manual for complete preventative maintenance in bldg. office.

Domestic Hot and Cold Water System

Overall:

1. Check control pressure pump.
2. Check hot water heater.
3. Check electrical back up hot water heater.
4. Check bathroom, high medium, low pressure piping and shut off valves with pressure gauges.

Domestic Hot Water System

1. Check Patterson Kelly hot water heaters supply temperature.
2. Check Bell & Gossett recirculation pumps.
3. Check steam control valve to heater.
4. Check pressure relief valve for water leaks.

As Needed

1. Add oil to Bell and Gossett pumps (every 2 to 3 months).

Domestic Cold Water (Constant Pressure) System

1. Check pump operation.
2. Check system pressure.
3. Check area leaks.

Chemical Treatment System

For condenser/cooling tower, chilled water system, heating hot water, and re heat.

Daily Schedule

1. Check flow of condenser water to chemical feed cylinders.
2. Check solids floating in the water.
3. Check conductivity - ppm range – 500 ppm over 1000 ppm.
4. Blow down system from sump drain.
5. Check supply and return to chemical feed system in sump.

Weekly Schedule

1. Clean inlet strainer to chemical feed system.

Monthly Schedule

1. Clarity water to test all systems for proper chemical levels, condensing, chilled water, and heating hot water.

NOTE: DO NOT HANDLE ANY CHEMICAL WITHOUT PROPER KNOWLEDGE AND LICENSE. REFER TO MATERIAL SAFETY DATA SHEETS!

Elevator (Otis)

Annual Schedule

1. Have elevator inspection performed.

As needed:

1. Make any necessary repairs.

In case of break down:

1. Contact Otis at [REDACTED] and give operator acct number #GU163758 when the main passenger elevator shuts down or breaks, even though Otis is notified automatically via a R.E.M. call and will send a repairman out.
2. Reset the elevator from the basement (SC level) elevator room to attempt to quickly remove any passenger stuck in it by:
 - opening main panel Elevonir 401 with key
 - opening the small door to the processor card
 - pressing tiny red button on the processor card
 - or throw back the knife switch to "off" and then back to "on".
3. If unsuccessful, wait on Otis repairman.

Note: Emergency Number: [REDACTED]

Acct #: GU163758

Address: Otis Elevator Company, 521 5th Ave., NY, NY 10175

Main number: [REDACTED].

Bathroom & Kitchen Exhaust Fans

Quarterly Schedule

1. Check EF-5: 3rd Floor Bathroom.
2. Check EF-8: 1st & 2nd Floor Bathroom.
3. Check EF-7: 5th Floor Bathroom.
4. Check EF-10: 3rd Floor Master Bath.
5. Check EF-13: 4th Floor Bathroom South.
6. Check EF-14: 4th Bathroom North.
7. Check Sub Cellar Exhaust Fan.
8. Check Emergency Generator Exhaust Fan.

Snow Melting Controller

Annual Schedule

1. Check sensor. Sensor is on roof, 7th Floor.
2. Check settings.

Seasonal Settings:

1. Winter- Automatic
2. Summer- Standby
3. Fall- Standby
4. Spring-Standby

Note: Use “Manual” setting if system does not melt snow properly.

Fire Place Draft Inducer

Seasonal Schedule

1. Check for room 128 Formal Dining Room on the 6th floor.
2. Check for room 212 Library on the 6th floor.
3. Check for room 205 Drawing Room on the 5th floor.

Note: Wood fires are burnt in residence when temperature below 40 degrees F. outside.

Lutron Lighting System

As needed:

1. Make any repairs.

Note: Consider replacing with Savant System, which integrates with Apple products.

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