



National HVAC Management Services

125 South Main Street
Freeport, NY 11520
Phone # 800-649-6804 Fax # 800-876-3928
<http://www.brinco.com/>

CALL SLIP NUMBER: 1998008

CLIENT PO #: 371121

<p>SERVICE LOCATION # 20191 TESLA # 20191 5600 Britton Pkwy DUBLIN, OH 43016 Phone #</p>	<p>VENDOR INFORMATION NATIONAL TAB 1329 E. Kemper Road Suite #4210 CINCINNATI, OH 45246 Phone # 855-682-6822 Fax # Mechanic # S032</p>	<p>DISPATCH DETAILS Dispatch Date: 06/11/24 04:05 pm Schedule Date: 7/16/2024 Response Time: 0 Hours Priority: Scheduled Visit Not To Exceed: \$ 1,995.00 Problem Code: PROPOSAL HVAC REPAIR Overtime Approved No # of Technicians: 1</p>
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MANDATORY IVR INSTRUCTIONS

Technicians MUST utilize Brinco's proprietary APP to validate work performed and time on site (check-in and check-out) which includes the GPS validation of presence onsite.

SITE SPECIFIC INSTRUCTIONS

Contractor #: 13504 Call Slip #: 1998008

DESCRIPTION OF WORK

- 1.) Rebalance RTU-11 supply ductwork such that all diffusers in the mezzanine level break room are not provided with airflow.
 - a. This shall not include diffuser branches that serve an enclosed space such as the mezzanine office or mezzanine conference room.
 - b. The 18 round branch that supplies the lounge and entrance office should now have 2,600 CFM (3,000 supply - 250 office - 150 conference).
 - c. Rebalance/verify the supply diffusers in the level 1 restroom to ensure that they provide 25 CFM each, per the mechanical plans.
- 2.) Initial data collection
 - a. Measure and record the supply air temp and CFM through each of the (5) diffusers in the entrance lounge and entrance office.
 - b. Measure and record return air CFM through each of the (2) return grilles in the lounge space.
 - c. Record interior temp and temp set point as reported by the thermostat. Record ambient temp.
 - d. Measure and record supply discharge temp of RTU-11 as well as supply and return CFMs.
- 3.) Rebalance RTU-11 OSA intake damper to reduce OSA from 900 CFM to 200 ± 25 CFM. Wait for 1 hour before proceeding to allow the system to develop.
- 4.) Second data collection
 - a. Measure and record supply discharge temp of RTU-11 as well as supply and return CFMs.
 - b. Measure and record the supply air temperature and CFM through each of the (5) diffusers in the entrance lounge and entrance office.
 - c. Measure and record return air CFM through each of the (2) return grilles in the lounge space.
 - d. Record interior temp and temp set point as reported by the thermostat. Record ambient temp

BRINCO REQUIREMENTS



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1. Technicians MUST utilize Brinco's proprietary APP to validate work performed and time on site (check-in and check-out) which includes the GPS validation of presence onsite.
2. PHOTOS must be provided of unit nameplate and condition prior to work being performed, and condition after the work is completed, for each unit the technician worked on.
On all DIAGNOSTIC CALLS, a photo of the unit nameplate and the failed component (where possible) must be provided to validate work performed.
On all PREVENTIVE MAINTENANCE, a photo of the nameplate, and a photo of new dated filters installed in the unit will be required.
3. Upon completion of mobile app check out, please follow the instructions on the screen. On a PM visit, if no additional work is required, you will not be required to speak with Brinco's service contact center (SCC). In all other cases, you will be required to call the SCC to report your findings and resolution in real time, and receive your Brinco process number to expedite invoice processing.
4. If the above schedule date and time of arrival cannot be met, you must call Brinco and speak with a representative immediately.
5. If repairs can be completed while the technician is onsite, or the following day, and an increase in NTE is needed; please contact a live Brinco representative at 1-800-649-6804. If work cannot be completed within this time frame, or an increase in NTE cannot be provided in real time, a written proposal must be provided within 24 hours.
6. All work tickets must state, time in, time out, Unit Number, make, model, and serial number, number of technicians, technician's name(s), work performed, manager's signature and store stamp (if available).
7. Overtime and multiple technicians must be approved by Brinco in advance.
8. All work tickets must be submitted to Brinco within 24 hours of completion.
9. Do not exceed the NTE amount listed above without prior authorization from Brinco.
10. Travel and truck charges are NOT allowed, we allow a charge of one hour for the first half hour for unapplied time.
11. This Call Slip is subject to the terms and conditions of your vendor agreement with Brinco Mechanical Management Services, Inc., including any addendums.
12. All required insurance coverages must be in full force and effect at the time work is performed.