



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: 1919671

CLIENT PO #: .

<p>SERVICE LOCATION # 00315 BURLINGTON COAT FACTORY #0315 900 MANHATTAN BOULEVARD HARVEY, LA 70058-4606 Phone # 504-363-4900</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: 03/01/23 09:54 am Schedule Date: 3/1/2023 Response Time: 4 Hours Priority: Same Day response - 4 Hours Not To Exceed: \$ 3,755.00 Problem Code: PROACTIVE UNIT REPLACEMENT 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.

Contractor #: 13504

Call Slip #: 1919671

SITE SPECIFIC INSTRUCTIONS

EMS Contact Number: NexRev 866-601-5520 or 972-578-0505; If your tech is on hold for more than ½ hour or does not receive a return call within ½ hour after leaving a voicemail, Mon-Thursday 8AM-5PM and Fri until 1PM, please call the following persons directly at Burlington: 1. Josh Koutishian-609-667-5153; 2. Ryan Mitzel-609-668-1445; 3. Diane Mandelko-609-667-4931. These contacts are for use during normal business hours for confirmation of reconnections only after repairs and to troubleshoot issues with the Encycle devices. If after or before those times listed or (Sat, Sun or Holidays) tech will still need to get in contact with EMS vendors only.

Note: If tech finds damaged or missing EMS controllers/sensors or VFD's there is no need to call and validate just propose work and provide part order #'s and RTU numbers. Replacement parts are no longer required to be sent back after replacement and can be disposed of as per City/State/County guideline.

Note: If the key to the roof hatch padlock is not available from Store Management, the HVAC technician is authorized to cut the pad lock to gain access to the roof. In addition, purchase a new lock and install it on the roof hatch, providing the manager with the keys to the new lock.

DESCRIPTION OF WORK

Perform T&B on 6 units

BRINCO REQUIREMENTS

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. Technicians will not enter sites unless they must do so to access the roof or HVAC Equipment.
5. Technicians will be required to wear PPE including masks and gloves if they must enter the occupied space.



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Table with 3 columns: SERVICE LOCATION #, VENDOR INFORMATION, and DISPATCH DETAILS. Contains address, company name, phone numbers, and dispatch schedule.

- 6. Technicians must put a fresh pair of gloves on before actually entering a site.
7. Technicians must wipe down any items they touch within the occupied space with a disinfectant.
8. Technicians will maintain social distancing requirements...
19. All required insurance coverages must be in full force and effect at the time work is performed.