

All accompanying sheets should be signed and returned with bid.

All locations to be billed separately but mailed to Hardin County Commissioners, One Courthouse Square, Suite 100, Kenton Ohio, 43326

All filters provided by contractor.

Updated progress should be made to Maintenance office ASAP.

Coil cleaning, filter changes and PM'S are listed with their specified frequencies.

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# Safety Center

1025 South Main St.

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
HVAC 1	north	16x25x4	Spring/Fall	Semi-annually		Yes
HVAC 2	north	20x25x4	Spring/Fall	Semi-annually		Yes
HVAC 3	north	20x25x4	Spring/Fall	Semi-annually		Yes
HVAC 4	north	24x24x4	Spring/Fall	Semi-annually		Yes
HVAC 5	interior	24x24x4	Spring/Fall	Semi-annually		Yes
HVAC 6	interior	24x24x4	Spring/Fall	Semi-annually		Yes
HVAC 7	interior	20x25x4	Spring/Fall	Semi-annually		Yes
HVAC 8	sally port	16x25x4	Spring/Fall	Semi-annually		Yes
IT Room	IT	12x24x2/120x24x2	Spring/Fall	Semi-annually		Yes
IT Backup	IT	24x24x4	Spring/Fall	Semi-annually		Yes
AC 9	south	N/A	Spring	N/A		Yes
Air Handler	south	20x25x2	Spring/Fall	Semi-annually	N/A	N/A
Boiler 1	south	N/A	Fall	N/A	N/A	N/A
Boiler 2	south	N/A	Fall	N/A	N/A	N/A
Modine	sally port		Fall	Annually	N/A	Yes
Furnace 1	garage		Fall	Annually	N/A	Yes
Mini Split	ema	N/A	Spring/Fall	Clean		Yes
Mini Split	lepc	N/A	Spring/Fall	Clean		Yes
Ptac	garage	N/A	Spring	Clean		Yes

Contractor Acknowledgement \_\_\_\_\_



# Annex

175 West Franklin

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
Boiler	2nd floor	N/A	Fall	N/A	N/A	N/A
Ptac	Lower Entry	N/A	Spring	Clean		Yes
Split Mini	IT Room	N/A	Spring/Fall	Clean		Yes
VAV1	CSEA	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV2	CSEA	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV3	CSEA	14x20x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV4	CSEA	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV5	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV6	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV7	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV8	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV9	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV10	JFSS	14x18x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV11	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV12	CSEA	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV13	JFSS	16x25x1	Spring/Fall	Semi-Annually	N/A	N/A
VAV14	1st Lobby		Spring/Fall	Semi-Annually	N/A	N/A
VAV15	OMJ		Spring/Fall	Semi-Annually	N/A	N/A
VAV16	OMJ		Spring/Fall	Semi-Annually	N/A	N/A
VAV17	OMJ		Spring/Fall	Semi-Annually	N/A	N/A

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
VAV18	OMJ		Spring/fall	Semi Annual	N/A	N/A
VAV19	JFS		Spring/fall	Semi Annual	N/A	N/A
VAV20	JFS		Spring/fall	Semi Annual	N/A	N/A
VAV21	JFS		Spring/fall	Semi Annual	N/A	N/A
VAV22	JFS		Spring/fall	Semi Annual	N/A	N/A
VAV23	Health		Spring/fall	Semi Annual	N/A	N/A
VAV24	Health		Spring/fall	Semi Annual	N/A	N/A
VAV25	Health		Spring/fall	Semi Annual	N/A	N/A
Rooftop	Rooftop	16x20x2 (30) 20x20x2 (5)	Quarterly	Semi Annual		Yes

Customer Acknowledgement \_\_\_\_\_

# Courthouse

One Courthouse Square

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
	Maintenance	18x20x1	Spring/Fall	Semi-annually		Yes
	Prosecutor front		Spring/Fall	Semi-annually		Yes
	prosecutor rear	20x20x1	Spring/Fall	Semi-annually	R410a	Yes
	rear hall	20x24x1	Spring/Fall	Semi-annually		Yes
	state auditors	N/A	Spring	Clean		Yes
	elevator	N/A	Spring	Clean		Yes
	BOE computer	N/A	Spring	Clean		Yes
49	BOE rear	20x20x1	Spring	Annually		Yes
48	BOE front	20x24x1	Spring/Fall	Semi-annually		Yes
	Commissioner	N/A	Spring/Fall	Clean (3)	R410a	Yes
43	Vets Hall W	N/A	Spring	Clean		Yes
45	Vets Hall E	N/A	Spring	Clean		Yes
44	Record storage		Spring/Fall	Semi-annually		Yes
	Magistrate	N/A	Spring/Fall	Clean		Yes
	Tax Map /KHCB		Spring/Fall	Semi-annually		Yes
	Veterans		Spring/Fall	Semi-annually		Yes
	Recorder		Spring			Yes
54	Domestic	20x25x1	Spring/Fall			Yes
	Probate		Spring			Yes
55	Auditor west		Spring/Fall			Yes
56	Auditor east	N/A	Spring/Fall	Clean (3)		Yes
	Treasurer		Spring/Fall			Yes
47	Probation					Yes
59	Clerk of Courts		Spring/Fall			Yes

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
51	Magistrate	N/A	Spring	Clean		Yes
62	Conference		Spring			Yes
61	Court offices		Spring/Fall	Clean (4)		Yes
	Courtroom		Spring/Fall	Clean (4)		Yes
	DOAZ		Quarterly	Quarterly		Yes
	Boiler	N/A	Fall	N/A	N/A	N/A

Customer Acknowledgement \_\_\_\_\_

# Museum

225 North Main

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
M006	Attic 1		Spring/Fall	Semi-annually		Yes
M007	Attic 2		Spring/Fall	Semi-annually		Yes
M002	Basement		Spring/Fall	Semi-annually		Yes
M005	Library		Spring/Fall	Semi-annually		Yes

# Yost House

FM001	Farm House		Spring/Fall	Semi-annually		Yes
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# Lifeworks

400 Decatur street

HVAC 1	Attic		Spring/Fall	Semi-annually		Yes
HVAC 2	Attic		Spring/Fall	Semi-annually		Yes

# North Annex

950 Kohler Av.

North unit	Exterior	2x24x24	Spring/Fall	Semi-annually		Yes
South unit	Exterior	2x24x24	Spring/Fall	Semi-annually		Yes

Contractor Acknowledgement \_\_\_\_\_

# West Annex

1021 W. Lima Street

Unit	Location	Filter Size	PM	Filter Change	Refrigerant	Coil Cleaning
	Rooftop North		Spring/Fall	Semi-Annually		Yes
	Rooftop South		Spring/Fall	Semi-Annually		Yes
	Interior BMW		Spring/Fall	Semi-Annually		Yes

# SK Annex

707 North Ida street

	Interior 1		Spring/Fall	Semi-Annually	4/10a	Yes
	Interior 2		Spring/Fall	Semi-Annually	4/10a	Yes
	Interior 3		Spring/Fall	Semi-Annually	4/10a	Yes
	Rooftop Rear		Spring/Fall	Semi-Annually	4/10a	Yes
	Rooftop Rear		Spring/Fall	Semi-Annually	4/10a	Yes

# Dog Pound

45 Jones Road

Office	Utility		Spring/Fall	Semi-Annually		Yes
Kennel	Hanging Heat	N/A	Fall	N/A	N/A	N/A
Kennel	mini split	N/A	Spring	Clean		N/A
Kennel	mini split	N/A	Spring	Clean		N/A
Kennel	mini split	N/A	Spring	Clean		N/A

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