



**TERMS AND REFERENCE FOR THE  
COPMPREHENSIVE MAINTENANCE OF ELEVATOR**

**A. MAINTENACE SERVICE:**

The service under this Contract shall consist of the following:

1. Preventive Maintenance (PM) Service: The **SERVICE PROVIDER** shall perform regular monthly PM Service and maintenance of the elevators specified under herein. The PM service shall include, but shall not be limited to the inspection, adjustment tightening, cleaning and lubrication of the elevators' doors, door control, accessories, machinery, motors, control panels, ropes, cables, guides, switches, weights, counter-weights and other parts required for the smooth and efficient operation and performance of the elevators.
2. Replacement of Elevator Parts found to be defective during execution regular maintenance and servicing of the elevator.
3. All elevator repair works: The **CLIENT** shall immediately report any event of breakdown, any abnormal operation, or any stoppage of any elevator to the **SERVICE PROVIDER**. The **SERVICE PROVIDER** agrees to provide the necessary servicemen to diagnose the abnormal operation, stoppage or breakdown. The **SERVICE PROVIDER** agrees to provide the appropriate number of elevator technicians required to conduct the necessary repairs as soon as possible, or immediately upon availability of replacement parts, if necessary.

**B. TERM:**

This Contract shall have a validity of **ten (10) months**, but either part may terminate this **CONTRACT** by writing toother party at least 30 days prior to such pre-termination. Payment shall be made on monthly basis upon submission of claim for payment supported by the statement of account for the services rendered by the Service Provider.

The Service Provider should have at least three (3) years actual experience in elevator preventive maintenance, repair and installation. All services to be rendered must be supervised by an accredited Safety Officer or licensed Electrical Engineer or Mechanical Engineer.

**C. SCOPE:**

1. The **Service Provider** shall furnish all labor, tools, working equipment and supervision necessary in the regular examination and testing, cleaning, oiling, aligning and balancing of elevator machines, motors and accessories, signal device, interlocks, counterweights and controllers, greasing and/or oiling of guides, adjustment and other relates work to keep the equipment in top shape and in good operating condition at all times.
2. The **Service Provider** shall undertake once a month preventive maintenance inspection service of the equipment which includes, but is not limited to the following scope of works:
  - a. Cleaning of hatchway pit car top, door headers, door sills, controller and driving machines.
  - b. Examination and cleaning of control panel board;
  - c. Check, clean and adjust door motor mechanism, speed governor, limits switches and other safety devices;
  - d. Check and examine elevator wire ropes, governor ropes, and traveling cables;
  - e. Check and adjust door rollers, interlocks, car and guide shoes; and,
  - f. General lubrication of driving motor and all moving parts.



3. The **Service Provider** will supply **free of charge** the following materials or elevator component parts and labor to fit the same:
- a. Gear oil and consumables
  - b. Worn gear, driving and diverter sheaves, bearing(s), breaker(s), motor(s) brake assembly, converters, and door operator(s).
  - c. Car and hoist way equipment, or elevator wire rope(s)/ governor wire rope, governor assembly.
  - d. Elevator signal fixtures, push buttons, HOP, and LOP
  - e. Trailing cable(s) and electrical wiring(s).
  - f. Car door and landing door mechanical components, door guide shoes, pick-up rollers, door rollers.
  - g. Load Testing and Calibration of transducer, load weigher, control board.
  - h. Replacement of electronic parts such as relay, contactors, printed circuit boards, transformer, repair of electronic parts, testing and commissioning.
  - i. Repair of traction machine
  - j. Replacement of five (5) units Elevator Airconditioning unit for five (5) units Hospital Elevator.

Prepared by:

  
**ENGR. RICHARD B. CRUZ**  
OIC – Engineering Service

Noted by:

  
**JOSEPHINE B. SABANDO, MD, RN, FPBA, MHA**  
Hospital Director