



## TERMS OF REFERENCE

**PROJECT :** PROVISION OF COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF THREE (3) ELEVATOR UNITS AT THE DOLE MAIN BUILDING

**LOCATION :** DEPARTMENT OF LABOR AND EMPLOYMENT, INTRAMUROS, MANILA

**DURATION :** ONE (1) YEAR

### I. PURPOSE

The **Department of Labor and Employment (DOLE) Central Office (CO)** desires to engage the services of a CONTRACTOR to provide a COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF THREE (3) ELEVATOR UNITS at the DOLE MAIN BUILDING for a period of one (1) year.

### II. DESCRIPTION OF THE ELEVATORS

#### ONE (1) UNIT WELLS PASSENGER ELEVATOR

Location of Elevator	Muralla wing
Lift Model	TKJ1000/1.0
Number of Elevator	One (1)
Capacity	1000 kg/ 13 Persons
Speed	1 meter per second
Number of stops/opening	Six (6)
Service	Passenger

#### TWO (2) UNITS WELLS PASSENGER ELEVATOR

Location of Elevator	Muralla wing and General Luna wing
Lift Model	TKJ1000/1.0
Number of Elevator	Two (2)
Capacity	1000 kg/ 13 Persons
Speed	1 meter per second
Number of stops/opening	Seven (7)
Service	Passenger

### III. GENERAL MAINTENANCE

#### A. Scope of Preventive Maintenance

1. The scope of the preventive maintenance program shall be comprehensive and shall include at a minimum:

- Adjustments
- Lubrication
- Repairs and replacements
- Insulation Resistance Test
- Load Bank Testing
- Cleaning
- Recordkeeping

The program shall include but not limited to, maintaining the elevator to run at rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor leveling parameters, and built-in air-condition.

2. Maintenance, repairs or replacements shall have performed only by the trained technicians of the Contractor.
3. Recordkeeping- a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacements performed on the elevator. The log must include the following:

- Dates
- Names of participating personnel
- Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

Manufacturers data and drawings for the elevator equipment shall be accessible and maintained to reflect the current state of equipment. Important data such as manufacturer names, parts numbers, serial numbers, sizes and types shall be readily accessible. Any pertinent service bulletins shall be kept, checklists for the scheduled preventive maintenance tasks shall be developed and kept to ensure that the tasks are performed.

#### 4. Safety

The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures:

- All safety devices must be in operational condition;
- Lockout/tag out procedures must be followed if maintenance procedures require that equipment not be operated;
- Ensure that personnel performing maintenance, inspection and testing task wear a clothing that is not loose fitting and that they are provided with proper protective equipment such as shoes, hard hats, eye protection and hand protection;
- Provide barriers and signage where applicable, especially at hoisting doors;
- Upon completion of work, remove any jumper wires that were used;
- Provide proper lighting;
- Determine the adequate refuge space exist above and below the car;
- Ensure the working area is clean and dry; and
- Observe Fire Codes of the Philippines.

## **B. INSPECTIONS**

### **A. Areas of inspection**

1. Inside Car- door reopening device, stop switches, operating and control devices, car floor/ landing sill, lighting car emergency signal, car door closing force, power opening/ closing of doors, vision panels, car enclosure, emergency exit, ventilation, signage, rated load, platform area, date plate, emergency power, restricted door opening, car ride, door monitoring, stopping accuracy.
2. Machine Room- access, head room lighting, receptacles machine enclosure space, housekeeping, ventilation, fire suppression, pipes wiring, ducts, guarding of equipment, numbering/labeling, disconnecting means, controller wiring/ fuses/ grounding, static control, overhead beam, machines and machine breaks, motor generators, regenerated power, alternating current (AC) drives, sheaves, rope fastenings, governor, safeties and data plate.
3. Top of car- stop switch, light outlet, operating device/ refuge space, counter weight, buffer, counter safeties, floor numbering, hoist way construction, smoke control, pipes/ wiring/ ducts, windows/ projections/ recesses/ setbacks, clearances multiple hoist ways, traveling cables/ junction boxes, door equipment, car frame, guide rails, guide rail alignment, guide rail fastenings, governor/ traction/ compensation ropes, rope fastening device.
4. Outside the hoist way- platform guard, hoist way doors, vision panels, hoist way door locking devices, access power closing hoist way doors, sequence operations, enclosure, parking devices, emergency access, separate counterweight hoist way, standby power selection switch, condition, clearance run by, buffer, normal/ final terminal stopping devices, traveling cables, governor rope, compensating chains/ ropes/ sheaves, car frame/ platform, car safeties, car guides.
5. Pit Platform- dust iron works, sweep floor empty, drip pond, re-lamp, remove trash and check for leaks.

## **C. TESTS**

1. Test and trigger effectiveness of safety gear;
2. Test and rest car at buffer and
3. Align and test all mechanical instrument of door.

## **D. RESPONSIBILITY OF THE CONTRACTOR**

1. The contractor shall diligently undertake, perform and complete all preventive and routine maintenance including all material labor, supervision, tools, supplies and all the expenses necessary to provide service, preventive maintenance, inspections, adjustments, testing as set forth in the Scope of Works to the DOLE satisfaction once a month.
2. The contractor shall check and ensure that the elevator performance parameters are satisfactory per manufacturers specification and conformance to safety codes and standards.
3. The contractor shall use a structured maintenance management program to deliver high quality service tailored to the specific units need.