

**STATEMENT OF WORK GUIDE FOR
INSPECTION OF VERTICAL TRANSPORTATION SYSTEMS**

1. SCOPE

- A. VA requires a QEI-1 Certified Elevator Inspector to witness and certify one Periodic Inspection per year, one Annual Safety Test per year, and one Five Year Load Test of all elevators, cartlifts and dumbwaiters.
- B. Furnish all supervision, labor, equipment, travel and supplies necessary to witness Periodic Inspections, Annual Safety Tests, and Five-Year Load Tests of all Vertical Transportation Equipment.

2. REQUIREMENTS AND QUALIFICATIONS OF INSPECTOR

- A. The inspector must meet the qualification requirements of the ANSI/ASME QEI-1 certification. Inspectors must be certified by an organization accredited by ANSI/ASME in accordance with the requirements of ANSI/ASME QEI-1.
- B. The contractor must provide proof of QEI-1 certification for their inspectors. A copy of the certificates must be provided with the proposals.
- C. All work performed under this contract must be accomplished by QEI-1 Certified Inspectors with the COR and a Certified Elevator Technician.

3. INSPECTIONS

- A. There must be two inspections per year, every six months, on all the equipment listed in the Schedule of Vertical Transportation Equipment.
- B. Periodic inspection must be performed at six-month intervals between the annual inspections.
- C. Annual Inspection and No-Load Test must be performed annually.
- D. Five-year Inspection and Full Load Test must be performed at the time the Annual Test is due. Full Load Testing may be during off tour hours, between 5:00pm on a Friday and 8:00am on Monday. The Contractor must be notified in advance by the COR on date and times of the Five-Year Inspection & Test. The five-year inspection and load tests may be performed during or over a weekend or holiday to reduce the impact to the facility.

- E. Inspections must include but are not limited to inside of the elevator, elevator machine room, elevator control room, secondary equipment machine room, top of elevator, hoistway, elevator lobbies, and elevator pit.
- F. All inspections must be conducted in accordance with the ASME A17.1 code year edition the elevator was installed to comply with and ASME A17.2 Inspectors Guide.
- G. Site visit/inspection must include a review of the existing equipment for safety code compliance, firefighters' service, ADAAG requirements, recommended upgrades, and modernization needs based on long term life expectancy of the current equipment.
- H. Findings and recommendations must be submitted in the required narrative and included with the inspection report.
- I. During any inspection parts must be removed where necessary to determine the exact condition of parts which could not otherwise be determined, and the equipment must be cleaned where necessary to make the proper inspection. All parts must be reinstalled after removal.
- J. All inspections must be performed in the presence of the elevator maintenance technician currently under contract as the VA elevator preventative maintenance contractor and a COR.
- K. First inspection must be within 60 days after contract award. Second inspection must be 6 months later. All subsequent inspections in the following option years must be on the same twice per year schedule.
- L. Each site visit/inspection must include an out brief meeting with the COR to discuss the inspection violations, findings, immediate needs, and necessary corrections.

4. DOCUMENTATION

- A. Each inspection survey/evaluation must include a comprehensive report.
 - 1. Listing and narrative of the operating performance for each elevator/lift.
 - 2. A narrative, which summarizes the inspection and tests conducted.
 - 3. Explains and identifies any conditions found to exist, that require repair or replacement.
 - 4. Provide recommendations as to what actions should be implemented to correct

deficiencies and/or conditions identified.

5. A list of all parts that are needed and are recommended for replacement to keep the equipment in good operating condition.
6. Contractor must, if necessary, clearly indicate any adjustments, repairs, or replacements necessary to correct troubles encountered.
7. Furnish specifications (if requested by the COR) sufficient to enable the VA to purchase the materials required for those purposes.
8. Indicate all items and locations inspected.
9. Reports must be submitted electronically within two (2) weeks after completion of the inspection.
10. Narrative and recommendations listed above must be in addition to standard ASME report/checklists and reports per the required ASME codes.

5. RECOGNIZED HOLIDAYS

- A. Unless otherwise indicated the contractor is not required to perform services on these Federal holidays.

New Year Day	Presidents Day	Independence Day	Veterans Day
MLK Birthday	Memorial Day	Labor Day	Thanksgiving Day
Inauguration Day	June 19 th	Columbus Day	Christmas Day

6. HOURS OF OPERATION

- A. Unless otherwise indicated the contractor is responsible for conducting business, between the hours of 7:00AM and 5:00PM Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

7. PLACE OF PERFORMANCE

- A. The work to be performed under this contract will be performed at the following government facility.

Name: _____

Street Address: _____

City, State, & Zip code: _____

8. SECURITY REQUIREMENTS

- A. Contractor personnel performing work under this contract must check in with the Contracting Officer Representative and must be escorted by the COR and/or the elevator maintenance technician during all elevator inspections.

9. INTERFERENCE TO NORMAL FUNCTION

- A. Contractor personnel are required to interrupt their work at any time so as not to interfere with the normal functioning of the facility, including utility services, fire protection systems, and passage of patients, personnel, equipment, and carts.

10. SAFETY

- A. The Contractor must consider the clinical environment and instruct his/her employees on applicable safety precautions and specific requirements.

11. CONTRACTORS ON SITE RESPONSIBILITIES

- A. The Contractor's employees and/or subcontractors approved by the COR must always wear visible identification while on the premises of the VAMC. Identification must include but not be limited to a company identification card, which must include the company name, employee name, title, and a photograph of the employee.
- B. It is the responsibility of the Contractor to park in the appropriate designated parking areas. Information on parking is available from the VAMC Police Section. The VAMC will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
- C. Any interior or exterior doors that must be unlocked to gain access must be kept locked during the performance of work unless it results in the creation of a safety hazard. In those instances, the Contractor is responsible to take necessary actions to maintain the same level of security prior to gaining access/performing work. Should any other devices need to be unlocked like an entry gate, those devices must be locked immediately upon entry or exit. At no time must the Contractor allow any person into a locked area or loan keys/access cards to another person. Contractor may be held in

