

MEMORANDUM

To: Researchers/Staff/Administrators

From: Andy Weyrich, VP for Research, and Cynthia Furse, AVP for Research

Date: June 6, 2019

**RE: FINAL NOTICE
Preventative Maintenance Agreements (PMA's)
Required for Temperature Controlled Units (Units)**

This is an important message for University organizations that store valuable materials in temperature controlled units. Original notice was provided to you in January 2019. Please forward this information to applicable researchers and staff, and follow up as appropriate.

Recently, university researchers have suffered losses of high value research material due to malfunctioning units. It was extremely time consuming and difficult for researchers to fully document the specific items lost and justify claimed values, and in many cases, the materials could not all be recreated. Insurance recoveries have amounted to a small fraction of researcher's estimates, and it is likely that insurance coverage may be much more limited and/or may be unavailable in future years.

To assist you in preventing losses to your important research work, which in many cases is your life's work, please refer to the [Loss Prevention Protocols](#) for Temperature Controlled Units.

To ensure that units are maintained to work their best, University administration has made PMAs a requirement for all units covered by insurance, effective July 1, 2019. Please arrange to have all units inspected, and preventative maintenance done, by July 1, 2019 and on an annual basis thereafter. Since the University is covering the cost of insurance, we ask that you cover the cost of annual preventative maintenance. In the event of a loss, evidence of a PMA that was in effect at the time of the loss will be required in order to process an insurance claim.

Based on an RFP conducted by University Purchasing, the (only) approved PMA vendor under contract is:

Automated Mechanical
1574 West 2650 South
Ogden, Utah 84401
801- 807-8644
Gerald (Jim) Page – Technician
jpage@automatedmechanical.com

You may also contact internal departments to provide preventative maintenance including:

- Hospital F & E (Michael Berg 801-581-2781)*;
- Health Science District – Derek Petersen (801-581-6254)
- Science District – Dennis Shaffer (801- 581-6772)
- Academics District – John Palo (801-585-6684)

*Sales order form is required to be filled out.

NOTE: The internal departments may be limited on what services they can provide to your departments. You must still comply with this memo.

I hope you find this information helpful in your efforts to protect your valuable materials stored in your temperature-controlled units. If you have further questions about this new PMA requirement, please contact the [Vice President for Research Office](#). If your questions relate to insurance specifically, please call University Risk & Insurance Services at (801)581-5590.

CONTACT INFORMATION FOR YOUR FREEZER

Please provide full contact information on the front of your freezer or temperature controlled room for people who can assist facilities personnel in assessing freezer contents in the event of an emergency freezer failure. Forms for doing this can be found at cores.utah.edu under the 'Freezer' Tab.

Preventive Maintenance Agreements (PMA's) Required for Temperature Controlled Units

The following points clarify Vice President Weyrich's June 6, 2019 Memorandum:

1. Informal understandings or verbal agreements are not acceptable. PMA's must be in writing.
2. Staff from the department that owns or operates the cooling unit may not conduct preventive Maintenance.
3. Acceptable PMA providers include:
 - Automated Mechanical (801-807-8644),
 - any outside (non-U) vendor (per procurement guidelines, the total annual payments to any one vendor by a U department may not exceed \$5,000),
 - a cooling unit manufacturer representative under a preventive maintenance plan, or
 - authorized U department contacts including Hospital F & E (Michael Berg ext. 1-2781), Health Science District (Derek Peterson ext. 1-6254), Science District (Dennis Shaffer ext. 1-6772) and Academics District (John Palo ext. 5-6684).
4. Annual Preventive Maintenance consists of, but is not limited to, the following:
 - Comply with all manufacturer's recommendations
 - Inspect, test and change the batteries in the continuous monitoring alarm system unit
 - Inspect electrical connections
 - Inspect and clean the door gaskets
 - Inspect refrigeration systems
 - Inspect controls for proper operation
 - Temperature check and calibration
 - Place a sticker on the unit with the date the PM service was performed
 - Written report on each unit

- a. Assurance that the freezer is operating normally (temperatures within range, no abnormal noises or frost buildup, etc.)
- b. Assessment of door seal / gaskets and hinge & latching mechanisms
- c. Assessment of minimum clearances around the exterior of the equipment as specified by the manufacturer (to ensure adequate airflow)
- d. Certification of the status of any air filters
- e. Certification that the coils, ventilation grills are clean and free from damage
- f. Certification that fan blades (where present) are clean, free from damage and operate properly
- g. Certification that the battery meets functional testing
- h. Assessment of the frost situation (interior)
- i. Assurance that the thermostat is calibrated
- j. Assessment of electrical connection (frayed or loose wiring, use of extension cords, etc.)
- k. For freezers with LN₂/CO₂ backup systems, assurance that the backup system is functional

If you have further questions about this new PMA requirement, please contact the office of the Vice President for Research. If your questions relate to insurance specifically, please call University Risk & Insurance Services at ext. 1-5590.