



A SERVICE SUBSIDIARY OF ARTHUR L. SPAET AND ASSOCIATES, CONSULTING ENGINEERS  
201 EAST 42nd STREET, NEW YORK, N. Y. 10017 • 212 661-4170

*Sarpagan*  
*Ways + Means*

December 20, 1976

(031-5)

Miss Syraun Polvetzian  
Diocese of the Armenian Church  
630 Second Avenue  
New York, New York 10016

Dear Miss Polvetzian:

Pursuant to our telephone conversation, enclosed herewith is a revised proposal for planning, programming and assisting your staff in the operation and maintenance of the mechanical and electrical systems at your Cathedral.

This proposal will incorporate the comments contained in Dr. Hanesian's letter of November 10, 1976. We will be glad to clarify or discuss any of the items with you, and to make such modifications as you deem appropriate.

We look forward to the opportunity of working with you.

Sincerely,

*Robert McDermott*

Robert H. McDermott, P.E.

RHMc/sa

cc: Deran Hanesian  
Encl.



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December 20, 1976

(031-6)

Miss Syraun Polvetzian  
Diocese of the Armenian Church  
630 Second Avenue  
New York, New York 10016

Re: Consulting Services & Preventive Maintenance Program for the Diocese  
Headquarters of the Armenian Church, 34th St & First Ave., NY, NY 10016

Dear Miss Polvetzian:

Thank you for the opportunity to be of service and to discuss this proposal with you. This letter will define our proposed scope of work and charges.

#### GENERAL INTENT

1. This proposal concerns making periodic inspections, planning, instituting and monitoring a preventive maintenance program for the mechanical and electrical equipment and the general construction at the Diocese Headquarters of the Armenian Church in New York City.
2. This program generally includes the air conditioning and related fan and filter systems, heating systems, steam service, ventilating and air supply and exhaust systems, electric power, hot and cold water systems, fire protection, and the automatic temperature controls and related sensing and auxiliary devices. Also included are the structure, roofing and general construction.
3. Our work under this agreement will include regularly scheduled monthly inspection visits, monitoring and logging of operating data, troubleshooting, balancing the air and water distribution systems, analysis and corrective follow-up, response to your inquiries and to emergency calls, and instruction and assistance to the Diocese Headquarters operating personnel on the various mechanical and electrical systems installed at the above premises.

## GENERAL INTENT (Continued)

4. The intent of this proposal is to assist your staff with the technical work of inspecting, checking, correcting, and operating the mechanical and electrical equipment and facilities and related temperature and operating controls, and to train and instruct your personnel, as required.

It is further the intent to design a preventive maintenance program and to check on and monitor this program so that unanticipated breakdowns and outages may be minimized.

It is further the intent to provide design services and sketches for minor alterations and improvements, and for corrective and repair and maintenance work to be done by your staff or by outside Contractors.

It is further the intent to inspect your equipment and systems and utility billing in order to recommend corrective work toward energy conservation and toward improved and more efficient use of electricity and steam.

## SCOPE OF WORK

5. We will attend any meetings or conferences with you or your staff and will provide any required consultation in connection with our work.
6. A report will be sent to you monthly on work, design, or investigations in progress. Any special occurrence or particular inquiry by you will be the subject of an individual report or letter.
7. The schedule of inspections, the corrective procedures, the program of preventive maintenance, and any proposed corrective work will be developed jointly between Griffin Industries and your operating personnel.
8. Monthly inspections, the preventive maintenance program and the instruction to your personnel will include but not be limited to the following equipment and systems:
  - a. Air supply and exhaust systems and air filters.
  - b. Supply and exhaust fans and motors. Fan belt drives.
  - c. Pumping systems and motors for condenser water for the air conditioning.
  - d. Sanitary and storm drainage systems; sanitary ejectors and sump pumps.
  - e. Refrigeration plant and cooling tower.
  - f. Automatic temperature controls for the heating and air conditioning.
  - g. Piping systems, control air compressors, pressure reducing stations, and related gauges and instrumentation.

## SCOPE OF WORK (Continued)

- h. Related alarm, signal and communication systems.
  - i. Electric panels, switchgear, and power controllers.
  - j. Electric power distribution systems.
  - k. We will also provide guidance as to applicable city, state and A.S.M.E. codes, and good operating practice in the various seasons.
9. An inspection visit will be made twice each month of some portion or all of one air conditioning, or heating, or electric, or control or other system. Based on the inspection and analysis, any necessary corrective or maintenance work will be recommended. These visits will be coordinated with the availability of your staff.
  10. The monthly visits will include trouble-shooting of faults or failures, and investigation and analysis of operation including such items as steam and electric consumption, motor currents, air supply quantities, filters, and valve and damper settings.
  11. Corrective work which can be done with small hand tools and hand adjusting instruments will be recommended to be done by your staff, (Mr. Schmidt) under our guidance.
  12. Such corrective and maintenance work will not include installations of new systems or equipment, relocations or rearrangement of existing major equipment, or furnishing of parts or materials; our work will however, include all required design, engineering or technical assistance.
  13. Corrective and maintenance work requiring disassembly and overhaul of existing motors, fans, mechanical equipment, pumps, compressors, controllers, refrigeration machines, etc., will be done by qualified contractors or by qualified mechanics on your staff.
  14. For corrective or repair work to existing equipment and systems by your staff or for work requiring the services of outside contractors, we will prepare any necessary design drawings or sketches, and will prepare cost estimates or cost comparisons of such work.
  15. Where appropriate, and with your prior approval, we will invite and retain on your behalf and at your expense the services of outside specialist firms such as Honeywell on temperature controls, or a chemical treatment service organization for the cooling tower, to provide such additional specialized maintenance services as are normally provided for and are necessary for the equipment in your building.

## SCOPE OF WORK (Continued)

16. Technical records, a list of all equipment, a maintenance schedule, and logs will be kept at The Diocese Headquarters; also drawings and diagrams of all installations and of all control sequences and systems on which we work or which we investigate will be assembled and will be maintained at the premises.
17. With regard to requests by The Diocese staff for non-scheduled visits for services or assistance, someone will respond to such calls by telephone during normal working hours, between 8:00 A.M. and 5:00 P.M., within two hours. If it is agreed a visit is necessary, someone will go to the building within the next 24 hours or sooner if required, Saturdays and Sundays included. There are no extra charges for emergency visits.
18. In addition to time spent at The Diocese in inspections and in working with your staff, we will follow up in our office in replying to inquiries, in planning, in obtaining additional instructional materials or additional texts or operating information as requested by your personnel, in maintaining records, and in reporting to you.
19. An average aggregate of not less than 20 hours of field and office time will be provided by us in any one month under this agreement. There are no extra charges if time spent exceeds 20 hours.
20. One of our principals, Mr. Arthur Fox P.E., or Mr. James R. Osborne, R.A., or Mr. Robert McDermott, P.E., will supervise and administer this program; I and senior members of our staff will be personally available to answer your inquiries upon notice by you.
21. Accurate records will be kept of all field and office time spent on your work; these records will be readily available whenever required by you.
22. No major item of work will be started and no item of cost will be committed without discussion, review and approval by you.

## CHARGES; TIME OF CONTRACT

23. Charges for our work under this agreement will be \$8,400 per year, payable in 12 equal installment of \$700 each, at monthly intervals. There are no additional travel or related incidental expenses.
24. The time of this agreement shall be for an indefinite period, to start in the current month, and cancellable on 30 days written notice by either party. Any work or corrective work or system change in progress at such time will be carried to completion before cancellation by us.

Miss Polvetzian

- 5 -

December 20, 1976

CHARGES; TIME OF CONTRACT (Continued)

25. We appreciate the opportunity to submit this proposal. If this meets with your approval, will you kindly sign and return one copy of this letter or issue your purchase order to signify our agreement.

Very sincerely,



RHMc/nc

Robert H. McDermott P.E.

ACCEPTED: \_\_\_\_\_

\_\_\_\_\_

DATE : \_\_\_\_\_



A SERVICE SUBSIDIARY OF ARTHUR L. SPAET AND ASSOCIATES, CONSULTING ENGINEERS  
201 EAST 42nd STREET, NEW YORK, N. Y. 10017 • 212 681-4170

*File  
Wayne's Memo*

September 30, 1976

(031-1)

Dr. Deran Hanesian  
351 Broad Street  
Apartment B-2203  
Newark, New Jersey 07104

Re: Consulting Services & Preventive Maintenance Planning for the Diocese  
Headquarters of the Armenian Church, 34th Street & First Ave., NY 10016

Dear Dr. Hanesian:

Enclosed is a proposal for planning, programming and assisting your staff in the maintenance of the mechanical and electrical systems, as discussed in our recent meetings with you and with Mr. Arnold Schmidt, Building Custodian.

Please consider this draft copy for your review and comment.

The benefits to you are:

- . Protection of your investment in mechanical and electrical plant.
- . You obtain continuing, broad gauge, professional assistance in all areas of building services and construction.
- . Your energy costs are checked and reduced wherever possible.

We will be glad to clarify or discuss any of the items with you, and to make such modifications as you deem appropriate.

We look forward to your reply and to the opportunity to work with you.

Very sincerely,

*Arthur Spaet*

ALS/nc

Enclosure



A SERVICE SUBSIDIARY OF ARTHUR L. SPAET AND ASSOCIATES, CONSULTING ENGINEERS  
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September 30, 1976

(031-2)

Dr. Deran Hanesian  
351 Broad Street  
Apartment B-2205  
Newark, New Jersey 07104

Re: Consulting Services & Preventive Maintenance Planning for the Diocese  
Headquarters of the Armenian Church, 34th Street & First Ave., NY 10016

Dear Dr. Hanesian:

Thank you for the opportunity to be of service and to discuss this proposal with you. This letter will define our proposed scope of work and charges.

#### GENERAL INTENT

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2. This program generally includes the air conditioning and related fan and filter systems, heating systems, steam service, ventilating and air supply and exhaust systems, electric power, the hot and cold water systems, the fire protection, and the automatic temperature controls and related sensing and auxiliary devices. Also included are the structure, roofing and general construction.
3. Our work under this agreement will include monthly inspection visits, monitoring and logging of operating data, trouble-shooting, analysis and corrective follow-up, response to your inquiries and to emergency calls, and instruction and assistance to the Diocese Headquarters operating personnel on the various mechanical and electrical systems installed at the above premises.

**GENERAL INTENT (Continued)**

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**SCOPE OF WORK**

5. We will attend any meetings or conferences with you or your staff and will provide any required consultation in connection with our work.
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**SCOPE OF WORK (Continued)**

- h. Related alarm, signal and communication systems.**
  - i. Electric panels, switchgear, and power controllers.**
  - j. Electric power distribution systems.**
  - k. Applicable city, state and A.S.M.E. codes, and good operating practice in the various seasons.**
- 9. An inspection will be made once each month of some portion or all of one air conditioning, or heating, or electric, or control or other system. Based on the inspection and analysis, any necessary corrective or maintenance work will be recommended.**
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  - 11. Corrective work which can be done with small hand tools and hand adjusting instruments will be recommended to be done by your staff, under our guidance.**
  - 12. Such corrective and maintenance work will not include installations of new systems or equipment, relocations or rearrangement of existing major equipment, or furnishing of parts or materials; our work will however, include all required design, engineering or technical assistance.**
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**SCOPE OF WORK (Continued)**

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Dr. Deran Hanesian

- 5 -

September 30, 1976

**CHARGES; TIME OF CONTRACT (Continued)**

25. We appreciate the opportunity to submit this proposal. If this meets with your approval, will you kindly sign and return one copy of this letter or issue your purchase order to signify our agreement.

Very sincerely,

*Arthur Spact*

ALS/nc

ACCEPTED: \_\_\_\_\_

\_\_\_\_\_

DATE : \_\_\_\_\_