



## **RARITAN VALVE & AUTOMATION, INC.**

P.O. Box 10120

New Brunswick, NJ 08906

PHONE: 732.572.2555 FAX: 732.572.2001

E-MAIL: [Info@RaritanValve.com](mailto:Info@RaritanValve.com) WEB: [www.RaritanValve.com](http://www.RaritanValve.com)

### **Standard Preventive Maintenance Program**

Designed to keep your plant running efficiently:  
Preventive maintenance services provided  
by RVA's trained technicians.

Standard Program Includes:

- ✓ Visual inspection, including:
  - Covers
  - Cover fasteners
  - Cover o-rings
  - Exterior condition
  - Interior condition
  - Lubricant leaks
  - Motor
  - Motor fasteners
  - Motor o-ring
  - Conduit entries
  - Mounting bolts
- ✓ Mechanical/Operation inspection, including:
  - Manual handwheel
  - Electrical test run remote and local
  - Limit switch function
  - Torque switch function
  - Space heater function
  - Potentiometer function (if installed)
  - Feedback function (if installed)
- ✓ Lubrication of thrust base (if installed)
- ✓ Lubrication of gear case as required
- ✓ Replacement of cover o-ring seals and fasteners as required
- ✓ Replacement of motor o-ring seals and fasteners as required
- ✓ Complete report with recommendations for any needed repairs.

#PMD07

**VALVES • ACTUATORS • CONTROLS • SERVICE**



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## Annual Preventive Maintenance Contract

This agreement is made between Raritan Valve & Automation, Inc. (the company) and \_\_\_\_\_ (customer) on this date: \_\_\_\_\_.

### General Terms:

This maintenance contract is to assure the proper mechanical, electrical, and electronic functions of the AUMA actuator installed at the customer's location, as stated in this agreement.

### Object of maintenance:

Address of plant: \_\_\_\_\_

Section of plant: \_\_\_\_\_

Person responsible for the operation and maintenance of this section:

Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

The actuators to be maintained are listed on the attached table (enclosure A2).

### Duration of this contract:

The contract period begins on: \_\_\_\_\_

The minimal contract period runs for 12 months. It will be renewed for another year unless one of the contract partners gives written notification of non-renewal at least 3 months before the expiration of the contract.

### Maintenance appointment:

A complete maintenance inspection/service will be performed annually. The exact date will be arranged by the contract partners four weeks in advance of the service visit.

### Maintenance fee, price conditions, etc.:

The fee for one complete maintenance inspection/service will be: \$ \_\_\_\_\_ including expenses for one trip, wages, daily allowance, and certain spare parts. This fee consists of the values from the latest "Maintenance Service Price List" (enclosure A3) and the number of units to be maintained (enclosure A2).

The maintenance fee as named above is valid for the first maintenance period. For the following periods, the company is entitled to adjust the fee referring to the current costs for spare parts and wages including travel expenses.



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Waiting times and/or interruptions of work (and any necessary additional trips) will be an extra charge according to the company's service rates (enclosure A4), if the company is not responsible for the reasons that caused the delay.

The company has to be provided with sufficient time in order to perform the maintenance service as outlined in the contact. The customer must guarantee all necessary preparations that would allow the company to complete its work without delay.

The company's technicians have completed the OSHA 10 hour training course and follow OSHA regulations regarding personal protective equipment (PPE), confined space entry, fall protection, and control of hazardous energy sources. Actuators must be locked out and tagged out while performing maintenance. The customer is responsible for providing specialized equipment (lift, scaffold, etc.) or personnel to provide a safe work environment in compliance with regulations for the company's technician(s).

Additional charges will be levied according to the company's service rates (enclosure A4) if it necessary and/or requested to perform the maintenance work past regular working hours.

Extra charges will apply for repairs which are caused by the following circumstances:

- Damage caused by violence, improper use, accidents, water damage, etc.
- Physical defects and/or breakdowns caused by circumstances that are not caused by the company.
- Worn parts, which are not part of the regular maintenance spare parts kits.

**Type and amount of service to be performed:**

The service to be performed is as listed on the attached "Maintenance Inspection Report" (attachment A1).

Additional work and spare parts replacement will only be done after the customer approves the additional charges.

\_\_\_\_\_  
Customer Authorized Signature

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**Contact**  
**Customer**  
**Address**  
**City, State, Zip**

**Contract No.:**  
**Date:**

**Phone:**  
**Fax:**

**Item #:**  
**AUMA SO#:**  
**AUMA S/N:**

**Maintenance Inspection Report**

<p><b>SA / SAR 07-16 GEN.1 or GEN.2</b></p> <ul style="list-style-type: none"> <li>✓ Electrical test run with customer controls. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Electrical test run with local controls.. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Manual handwheel test. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Lubricant leaks. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Exterior corrosion. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Conduit entries tight. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Output drive A (if existing). Lubricate bearings. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Visual motor inspection. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Interior corrosion. (see comments) No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>Control Unit:</li> <li>✓ Limit switch function. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Torque switch function. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Space heater. Not connected: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Potentiometer / slip clutch. N/A: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ RWG / MWG. N/A: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Replaced cover o-rings / fasteners (N/C). No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Mounting bolts tight. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> </ul>	<p>Comments:</p>
<p><b>SG05.1 - SG12.1 / SQ05.2 - SQ14.2</b></p> <ul style="list-style-type: none"> <li>✓ Electrical test run with customer controls. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Electrical test run with local controls.. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Manual handwheel test. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Lubricant leaks. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Exterior corrosion. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Conduit entries tight. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Visual motor inspection. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Interior corrosion. (see comments) No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>Control Unit:</li> <li>✓ Limit switch function. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Torque switch function. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Space heater. Not connected: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Potentiometer / slip clutch. N/A: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ RWG / MWG. N/A: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Replaced cover o-rings / fasteners (N/C). No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Mounting bolts tight. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> </ul>	<p>Comments:</p>
<p><b>Matic / AUMATIC / IMC</b></p> <ul style="list-style-type: none"> <li>✓ Interior corrosion. (see comments) No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Reversing starters N/A: <input type="checkbox"/> Pass: <input type="checkbox"/> Fail: <input type="checkbox"/> Replace: <input type="checkbox"/></li> <li>✓ Positioner calibrated properly (if equipped). Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Check loose covers / terminal connections. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Replaced cover o-rings / fasteners (N/C). No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> </ul>	<p>Comments:</p>
<p><b>Gearbox - Model#:</b></p> <ul style="list-style-type: none"> <li>✓ Lubricant leaks. Pass: <input type="checkbox"/> Fail: <input type="checkbox"/></li> <li>✓ Exterior corrosion. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> <li>✓ Mounting bolts tight. No: <input type="checkbox"/> Yes: <input type="checkbox"/></li> </ul>	<p>Comments:</p>

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**Enclosure A1**

**VALVES ♦ ACTUATORS ♦ CONTROLS ♦ SERVICE**



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**Customer** \_\_\_\_\_

**Contract #:** \_\_\_\_\_

**On-Site Actuator Inventory for Maintenance Contract**

Item	Valve / Designation	Actuator Type/Size	Matic ✓	Gearbox Type/Size	AUMA SO#	AUMA S/N	Temp	APP	ACC	O/H	LOC

SAMPLE

Enclosure A2

<b>Legend:</b>				
Temp. = Ambient Temperature	N = Normal	W = Warm	H = Hot	C = Cold
APP = General Appearance	N = New	U = Signs of use	D = Dirty	C = Corrosion
ACC = Access	E = Easily accessible	L = Ladder req'd.	R = Scaffold or Lift req'd.	C = Confined Space
O/H = Operations/Hour	A = Average (SA / SG)	E = Excessive (SA / SG)	R = Rare use	If SAR enter starts/hr.
LOC = Location	O = Outside	I = Inside	B = Below grade	



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**MAINTENANCE CONTRACT PRICE LIST**  
#PMC20, Effective 1/1/2020  
**STANDARD PROGRAM**

<b>Actuator: SA(FM) / SAR(FM):</b>			
SA / SAFM	07.1,07.5,10.1/07.2,07.6,10.2	14.1, 14.5 / 14.2, 14.6	16.1 / 16.2
Price per Unit	\$132.00	\$177.00	\$210.00
SAR / SARFM	07.1,07.5,10.1/07.2,07.6,10.2	14.1, 14.5 / 14.2, 14.6	16.1 / 16.2
Price per Unit	\$132.00	\$177.00	\$210.00

<b>Actuator SQ.2</b>			
SQ	05.2 - 07.2	10.2	12.2
Price per Unit	\$138.00	\$138.00	\$143.00
			14.2
Price per Unit			\$149.00

<b>Actuator SG.1</b>			
SG	05.1 - 07.1	10.1	12.1
Price per Unit	\$140.00	\$146.00	\$146.00

<b>Matic / AUMATIC / IMC</b>			
Matic	SA / SAFM	SAR / SARFM	SG / SQ
Price per unit	\$125.00	\$125.00	\$125.00

<b>Gearbox: GK 10.2, 14.2, 14.6, 16.2</b>			
GK	10.2	14.2 - 14.6	16.2
Price per unit	\$83.00	\$83.00	\$83.00

<b>Gearbox: GS 40.3, 50.3, 63.3, 80.3, 100.3, 125.3</b>			
GS	40.3 - 50.3 - 63.3 - 80.3	100.3 / VZ	125.3 / VZ
Price per unit	\$83.00	\$83.00	\$83.00

Actuator and Matic pricing includes replacement cover and motor o-ring seals and fasteners, as required. Prices above are per unit with a minimum of 5 units to be maintained.

See document #PMD07 Standard Preventive Maintenance Program for overview of services included.

**Enclosure A3**

Please visit our web site:  
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## Service Rate Schedule Effective 1/1/2020

<u>Hourly Rates:</u>	<u>Scheduled Straight Time</u>	<u>Emergency Straight Scheduled Premium</u>	<u>Emergency Premium</u>
In House (Shop)	\$100.00/hour	\$150.00/hour	\$200.00/hour
Field:			
Sr. Technician	\$135.00/hour	\$202.50/hour	\$270.00/hour
Jr. Technician	\$95.00/hour	\$142.50/hour	\$190.00/hour

**SCHEDULED STRAIGHT TIME:** Based on work that has been scheduled with at least 48 hours notice. Work performed between 7:00 a.m. and 4:30 p.m., Monday through Friday, excluding Federal and State holidays.

**EMERGENCY STRAIGHT & SCHEDULED PREMIUM TIME:** Based on 1) work performed during straight time hours as described above, but with less than 48 hours scheduling notice, or 2) work performed during hours other than described above with at least 48 hours notice.

**EMERGENCY PREMIUM TIME:** Based on work performed during hours other than straight time as described above with less than 48 hours notice.

**TRAVEL TIME:** Travel time is charged at the "Scheduled Straight Time" rate on a daily basis for total time traveled portal-to-portal (from Technician's starting point to the site and return).

**MILEAGE & VEHICLE EXPNSSES:** Mileage is charged at \$1.00 per mile, each direction, per vehicle, per day. Tolls and other allowed expenses incurred are invoiced at cost.

**LIVING EXPENSES:** When distance and/or job conditions require employees to remain overnight near the job site, a rate of \$150.00 will be charged per day, per man, plus hotel or motel. Rates may be higher depending on local conditions.

**MINIMUM CHARGE:** A minimum of three (3) hours plus travel time will be charged for each man if, after being directed to show-up, work cannot be performed due to circumstances beyond our control (such as weather or plant conditions); a minimum of eight (8) hours plus living expenses will be charged for each man for all overnight jobs.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

Joel D. Cook  
1/1/2020