EXHIBIT 4

**MAINTANANCE SCOPE OF WORK AND SCHEDULE**

Contractor will perform the Work more particularly described below and ensure that all University’s elevator systems and related equipment (“**Elevator Systems**”) are maintained in a first-class operating condition in accordance with the Guidelines for Elevator Services and Monthly Maintenance Visits as set forth below.

1. **GUIDELINES FOR ELEVATOR SERVICES:**
	1. Contractor will provide a full-time, 40-hour per week in-house route and be responsible for the complete maintenance of the elevators and all related equipment at the Cyclotron Facility (CYF), Medical School Building (MSB), Medical School Expansion (MSE), Institute of Molecular Medicine (IMM), Operations Center Building (OCB), School of Public Health (SPH), School of Nursing (SON), University Center Tower (UCT), Behavioral and Biomedical Sciences (BBS), and School of Dentistry (SOD) buildings.

The full-time in-house route is not required for University Professional Building (UTPB), University Professional Garage (UTPG), University Housing Phase II and Phase III, and the Harris County Psychiatric Center (HCPC). Both sets of buildings are collectively referred to as “Facilities”.

The Elevator Systems associated with these Facilities will be maintained under a full service preventative maintenance program. Additional elevator cars may be added or deleted to each program upon mutual, written approval of University and Contractor.

1.2 Contractor will provide full service preventative maintenance, including constant monitoring and action or correction when trends and wear patterns develop.

1.3 Contractor will inspect and become knowledgeable of the wiring diagrams in the machine room of each building and protect and correct any new wiring as it occurs, including making corrections and revisions to the wiring diagrams The wiring diagrams are the property of University and Contractor will not be remove wiring diagrams from any building.

1.4 Contractor will maintain all of the Elevator Systems at each building as described in **Exhibit 5 – Elevator Locations & Specifications.**

1.5 Contractor will ensure that the Elevator Systems (equipment, components, and parts) perform to the specified requirements for which each elevator system was designed. All Work performed by Contractor will be in compliance with the current ANSI A17.1 Elevator Code, the current City Building and Elevator Codes, and Original Equipment Manufacturer (OEM) recommendations

1.6 Unless otherwise authorized by University, the Work will be performed Monday through Friday, 7:00 am to 4:00 pm.

1.7 Contractor will provide all supervision, labor, testing equipment, replacements parts, equipment, materials, tools, expendable items, supplies, and training required for the preventive and remedial maintenance of the Elevator Systems.

1.8 Contractor will maintain all related mechanical, electrical, and electronic systems associated with the Elevator Systems, including cables, motors, fans, alarms, buzzers, belts, indicator lights, hallway lanterns, gongs, emergency lights and batteries, computers, call buttons, and accessories.

1.9 Contractor will provide experience and qualifications of dedicated service technician, which shall be reviewed and approved by University of Texas Health Science Center.

1.9 Contractor will perform all services required to keep Elevator Systems maintained and in full operation, including replacement and repair of all equipment, systems components, parts, and appurtenances

1.10 Contractor will perform all services required to eliminate problems and improve passenger convenience and/or reduce energy consumption, including troubleshooting issues and making required adjustments; however, Contractor is not required to perform engineering analyses.

1.11 Contractor will perform normal and routine services necessary or desirable to coordinate operation of the Elevator Systems with the Work as required and approved by the Facility Manager.

1.12 Contractor will perform any emergency services that may be required to resolve Elevator System problems, as approved by University’s Facility Manager.

1.13 Contractor will provide all required maintenance analysis and other related services that may be desirable to assure the continuity of efficient and economical operation of the Elevator Systems.

1.14 Contractor will follow the procedures in the most current applicable Operations and Maintenance (O & M) manual, including Technical Bulletins and Memos updating the manual.

1.15 Contractor will develop an appropriate Maintenance Control Program (“MCP”) for the Elevator Systems as required by ASME (American Society of Mechanical Engineers) Code Directive A17.1 The MCP will provide specific requirements based on equipment type, specifications, age and wear. A copy of the MCP will be kept in each building’s machine room.

1.16 Contractor will perform all tests as required by ASME A17.1 and applicable laws and regulations, including both annual and five year load tests.

1.17 Contractor will maintain all parts and components inside all Elevator Systems, including replacing, repairing, and cleaning parts and components. Parts and components include panels, floors, lights, and lighting fixtures. However, parts and components do not include telephones.

1.18 Contractor will replace any pitted or burned electrical contacts within any Elevator System.

1.19 Contractor will clean and/or paint all Elevator Systems, including the machine room floors and elevator tops, as needed.

1.20 Contractor will replace and/or repair the elevator door motion sensors to keep them from false firing.

1.21 Contractor will replace and/or repair Elevator System components that cause more than one elevator to answer the same call.

1.22 Contractor will properly reinstall all covers and guards on Elevator System components if services are suspended for any time period, if Contractor leaves the area for any amount of time, and after services have been completed.

1.23 Contractor will maintain a sufficient inventory of parts for all panel boards that have any device serving the Elevator Systems, insofar as those parts affect service to the Elevator Systems.

1.24 Contractor will replace all motor and generator brushes that are reduced to one inch.

1.25 Where it is evident that safety, reliability, or efficiency can be improved through capital investment in equipment, Contractor will call such matters to the attention of the Facility Manager, in writing, for his or her consideration and action.

1.26 Contractor will not modify any Elevator System equipment or component without the prior written approval of the Facility Manager.

1.27 Except in the case of an emergency, Contractor will not perform additional services beyond preventative and remedial maintenance before obtaining University’s written approval of Contractor’s written estimate and issuance of a Purchase Order. In the case of an emergency (entrapment or endangerment to life, health and safety), Contractor may take emergency action to protect life and secure equipment to prevent additional damage to building equipment and infrastructure but will not perform repair services until authorized by the Facility Manager.

1.28 Contractor will:

1.28.1 Commence performance of services within three (3) calendar days after execution of this agreement.

1.28.2 The following response times are required:

1. One (1) business day to return elevator to public use as a result of service callback. Extended time beyond one (1) business day must be reported in writing and updated daily until elevator is returned to service.
2. Response time for entrapments and callbacks during normal business hours set forth by agreement shall be thirty (30) minutes.
3. Response time for entrapments during overtime hours set forth by agreement shall be one (1) hour.
4. Response time for callbacks during overtime hours set forth by agreement shall be tow (2) hours.

1.28.3 Assign a competent, appropriately trained and experienced full-time employee per job event.

1. The University reserves the right to approve the qualifications for the full time service technician. If the service technician does not meet the requirements of the University the contractor will propose alternate technicians until one that meets the Universities expectations is found.
2. **MONTHLY MAINTENANCE VISITS**

2.1 Contractor will perform the preventative maintenance services more particularly described below:

2.1.1 At least one time within ten (10) business days after the date this Agreement is fully executed by both Contractor and University; and

2.1.2 At least one time each month during the term of this Agreement for all hydraulic equipment; at least two times each month for all traction or roped hydraulic equipment, and at least three times each month for all gearless equipment. The number of call-backs or repair calls will not be included in Contractor’s count of preventative maintenance calls conducted by Contractor.

2.2 Contractor will visually inspect all Elevator Systems on each service visit, whether for preventative, routine or emergency service, and record the results of the visual inspection in writing.

2.3 Contractor will repair and replace all components, parts, and appurtenances, which have been worn or damaged due to the general operating environment of the Elevator Systems, including:

 2.3.1 Elevator door gibs

 2.3.2 Dislodged elevator doors

 2.3.3 Damaged elevator safety edges

 2.3.4 Damaged elevator door sensors

 2.3.5 Door astragals

 2.3.6 Missing ball lantern covers

 2.3.7 Damaged stop and push buttons

2.4 Contractor will check fire services monthly in accordance with applicable laws and regulations, record the results of such checks in a log and report such results in the monthly maintenance report. A copy of the log and report will be submitted to University’s Environmental Health & Safety Department (“EH&S”) to review on the schedule it dictates.

2.5 Contractor will inspect and test elevator telephones and emergency light power packs once a month, record the results of the inspection and the test in a log, and report such results in the monthly written maintenance report. A copy of the log and report will be submitted to University. The logs will be presented or available to University’s Environmental Health & Safety Department (“EH&S”) to review on the schedule it dictates.  The logs will identify the make/model of the equipment, test dates, functional tests performed, test results and actions taken to prevent future problems or to repair units.

2.6 Contractor will test the emergency battery back-up system in the elevators once per month through a simulated power outage, record the results of such test in a log, and report such results in the monthly maintenance report. A copy of the log and report will be submitted to University. The logs will be presented or available to EH&S to review on the schedule it dictates.  The logs will identify the make/model of the equipment, test dates, functional tests performed, test results and actions taken to prevent future problems or to repair units.

2.7 Contractor will repair or replace the traction and hydraulic elevator equipment using quality parts and components. The intent of the service contract is to properly maintain the equipment by persistently performing preventative maintenance and repairing/replacing controls/components/parts to maintain the Elevator Systems within OEM standards.

2.8 Contractor will be responsible for coordinating and facilitating monthly service meetings. Meetings shall include updates of preventative maintenance performed, review of service callback history and other service, repair or modernization work within.

3. **TRACTION ELEVATOR SYSTEMS**

3.1Contractor will provide the following services specifically listed for traction Elevator Systems on a monthly basis unless otherwise indicated.

3.1.1Inspect and clean the car operation contacts and switches.

 3.1.2 Inspect the gate closer.

 3.1.3 Inspect and lubricate the door and gate operator’s shaft bearing and chains.

 3.1.4 Inspect and clean the brake plunger.

 3.1.5 Check and maintain the oil level of the dashpot and brakes.

 3.1.6 Inspect, lubricate, clean and maintain the machines.

 3.1.7 Inspect and maintain all drive equipment.

 3.1.8 Check and maintain all machine fastenings, including the drive sheave.

 3.1.9 Inspect, clean and maintain the generator armature clearance, brushes and connections.

 3.1.10 Check the setting and operation of the controller’s overloads.

 3.1.11 Check all ropes, grooves, hitches, and cables.

 3.1.12 Inspect repairs replacements and alterations.

 3.1.13 Inspect compensating chain or ropes and hitches and switches.

3.1.14 Inspect, clean and lubricate the tape, cable, or chains. Once each year, equalize tension in all hoisting ropes, and replace all wire ropes and fastenings, as needed.

 3.1.15 Inspect the selector drive hitches and slack cable switch.

 3.1.16 Inspect, clean, and lubricate the hoist way sheave fastenings, grooves and grease-type bearings.

 3.1.17 Inspect the hoist way limit switches (contacts, cam alignments).

 3.1.18 Inspect the hoistway, governor, and governor tension weight sheave, and governor switches.

 3.1.19 Inspect all buffers, switches and related operations and clearances.

 3.1.20 Check oil level of buffers, car, and pit.

 3.1.21 Check the adjustments of car shoes and/or roller guides.

 3.1.22 Inspect and lubricate guide shoe stems.

 3.1.23 Inspect the carslings.

 3.1.24 Inspect clean and adjust and lubricate all safety equipment, and maintain all switches.

 3.1.25 Inspect, clean, and lubricate the car fan or blower.

 3.1.26 Drain, flush and refill the generator (sleeve bearing jobs only).

 3.1.27 Inspect and clean the controller fuses, holders, and connections.

 3.1.28 Inspect the controller dampening motor and oil each bearing, as needed.

 3.1.29 Inspect the controller dampening motor brushes.

 3.1.30 Check the controller voltages.

 3.1.31 Electrical wiring, conduit ducts and traveling cables from the elevator equipment to the machine room disconnect switch, and hoist way cables.

 3.1.32 Inspect and clean the guide rails.

 3.1.33 Inspect the hoist way sheaves for cracks.

 3.1.34 Check the operation of the main disconnect switch. If fused, the Contractor will check for hearing.

3.1.35 Make a slow speed, no load, safety test in accordance with the standards set forth in the then current ANSI (American National Standards Institute)/ASME A17.1 Rule 1001.4

 3.1.36 Inspect, clean, and lubricate the machine room.

3.1.37 Clean the car top, and pit..

 3.1.38 Inspect, lubricate, monitor and maintain door operator and door operator settings.

 3.1.39 Monitor door close pressures, adjust as needed.

 3.1.40 Inspect the car leveling units, the alarm bell, the retiring cam and fastenings, the emergency stop switch, and the sensitive edge and photocells.

 3.1.41 Check the generator bearing oil level.

 3.1.42 Inspect and clean the controllers’ contacts.

 3.1.43 Inspect, clean, lubricate, and adjust, as necessary, the car and counterweight rail lubricators.

 3.1.44 Inspect, clean and lubricate the machine worms and gears.

 3.1.45 Inspect, clean, and lubricate the sleeve bearings.

 3.1.46 Check the oil governor cups.

 3.1.47 Check the operation of the hoist way hall button operation.

 3.1.48 Check all indicator lights, lanterns. Lens, bells, and gongs.

 3.1.49 Inspect, clean and lubricate the car door tracks, sheaves, and chains.

 3.1.50 Check, clean and maintain door contacts.

 3.1.51 Inspect the emergency lighting system.

 3.1.52 Inspect, maintain, clean, and lubricate the hatch doors, the tracks, the sheaves, the rollers, the interlocks and the chains.

 3.1.53 Inspect the motor brushes and connections.

 3.1.54 Inspect the brake lining and adjustment, keyways and keys.

 3.1.55 Inspect the resistance tubes and grids in the controllers.

 3.1.56 Check and maintain the alignment of the controller switches.

 3.1.57 Inspect, clean and lubricate the contactor armature shafts.

 3.1.58 Inspect and lubricate the selector cable sheaves.

 3.1.59 Inspect and lubricate the hoist way sheave bearings.

3.1.60 Inspect and clean all pits and sumps to ensure debris, including cigarette butts and oil, are removed. Contractor will perform this requirement at least once every three months and more often as requested by University.

3.1.61 Technicians will be equipped with necessary solid-state field diagnostic and service tools.

3.1.62 Examine microprocessor software to ensure dispatching and motion control systems are operating at optimum levels.

3.1.63 Furnish all other routine work in connection with the above items, including all repairs and replacements of defective or worn parts if conditions warrant.

**4.** **HYDRAULIC ELEVATORS**

 4.1 In addition to all general and specific items listed in the traction list, provide the following inspection and maintenance services on the following equipment specifically applicable to hydraulic Elevator Systems on a monthly basis unless otherwise indicated.:

4.1.1 POWER UNIT Enclosure, pump, motor, power transmission elements between the pump and motor, valves, strainers, mufflers, gaskets and all other accessories.

4.1.2 HYDRAULIC SYSTEM ACCESSORIES Exposed piping, fittings, jack packing and accessories, such as vibration dampeners and silencers between the pumping unit and the jack unit. Hydraulic fluid, heating or cooling elements, insulation and accessories installed by the elevator equipment manufacturer for controlling of temperatures.

**5.** **CALLBACKS***.*

 5.1 If University should require at any time, examination, minor repair or adjustment call back services (unless stated above) to be made during overtime hours, University will be charged only for the difference between regular hourly billing rate and regular overtime billing rate applicable for each overtime hour worked. All work outside the scope of work is to be performed by Contractor at a mutually agreed upon rate, in writing.

**6.** **TEST**.

6.1 Contractor will perform the following tests on the Elevator Systems

 6.1.1 **Hydraulic Elevator.** A pressure relief rest and a yearly leakage test as required by the ASME. A17.1 code.

**7. ADDITIONAL WORK.**

7.1In addition to normal and routine services specified above, at the request of University, Contractor will perform special maintenance work, special projects, or work related to extraordinary external conditions beyond Contractor’s control, whether such work is accomplished by Contractor or by subcontractor engaged by Contractor after issuance of a Purchase Order by University for the special work detailing the scope of work and additional compensation to be paid.

 7.2 Contractor shall maintain Lift-Net monitoring system. It is anticipated that the monitoring system may be considered an integral part of the elevator / escalator / walkway equipment and, as such, maintenance of the system may be included in the overall maintenance contract for that equipment. The following requirements are based on the normal maintenance required for a personal computer along with standard elevator machine room housekeeping requirements.

**A. System maintenance**

1. P C maintenance
	1. Inspect operation of modem, hard drive and printer quarterly.
	2. Back-up data base at reasonable intervals.
	3. Evaluate system operation at reasonable intervals.
	4. Inspect external connections monthly.
	5. Clean CRT screen at reasonable intervals.
2. Interface panel maintenance
	1. Inspect interface panel monthly.
	2. Clean interface panel quarterly.
	3. Check connections for integrity annually

**B. Testing**

1. System functions
	1. Test interactive security features weekly.
	2. Test UPS (uninterrupted power supply) unit quarterly
	3. Inspect data integrity quarterly
	4. Review traffic analysis data monthly

The above information is based on standard maintenance for microprocessor equipment. Temperature, humidity, dirt, damage and variances in the electrical characteristic can cause failure to the computer.

**8.** **EXCLUSIONS***.*

8.1Contractor has no responsibility for the following items of equipment which are not part of the Work

8.1.1 Refinishing, repairing or replacement of car enclosure, door pull straps, hoist way enclosure, rail alignment, hoist way doors, door frames, sills, hoist way gates, finished flooring,power feeders, switches unrelated to the elevator equipment, their wiring and fusing, car light diffusers, ceiling assemblies and attachments, smoke or heat sensors, intercoms, light tubes and bulbs, hydraulic cylinder, unexposed piping, disposal of or cleanup of waste oil or any contamination caused by leaks in the hydraulic cylinder or unexposed piping including and consequential damages.

 8.2.2 Contractor will not be obligated to make other safety tests, equipment adjustments, or to install new attachments whether or not recommended or directed by insurance companies, or by federal, State, municipal, codes, or other governmental or non-governmental authorities. Contractor will not be obligated to make changes or adjustments required by new or retroactive code changes. Contractor will not be required to make renewals or repairs necessitated by fluctuations in the building AC power systems, extreme variations in the machine room temperature, or tampering with the elevator equipment by unauthorized personnel.

 8.3.3 Contractor will not be required to make renewals or repairs necessitated by negligence of misuse of the equipment or other causes beyond its control except ordinary wear and tear. In the event that any part of the equipment becomes obsolete and is no longer manufactured nor equal replacement parts available, the cost to University for the Contractor supplying the obsolete part will be at Contractor’s cost plus 5%.