



Report

TITLE: ADMINISTRATION BUILDING – HVAC SYSTEM REPAIRS

Meeting: Council Meeting

Meeting Date: May 6, 2026

Background

Nordic Mechanical Systems completed an initial inspection of the heating and mechanical systems at the Administration Building under the County's Comprehensive Maintenance Program. During the inspection, a deficiency report identified several high-priority issues that require repair or replacement to ensure the system is reliable, efficient, and safe.

The following key deficiencies were identified:

- RTU #2 (Roof Top Unit) – Worn drive sheave requiring replacement - \$720
- RTU #3 – Failed electrical relay, condenser motor, and fan blade - \$3,310
- Boiler System – Leaking heat exchanger requiring replacement - \$11,720
- Pressure Gauges (Boiler Room) – Four gauges not functioning - \$600
- Thermostats (Office Areas) – Multiple units not working – \$845
- Filtration System – Inadequate filtration; upgrade to larger canister filters recommended - \$10,620
- Water Treatment – Chemical treatment required to restore proper system balance - \$3,635

Note: The boiler heat exchanger may be eligible for warranty after inspection by the manufacturer.

Total Estimated Cost: \$31,450 plus GST

These costs are not-to-exceed estimates. Completing the work as one project may reduce costs by limiting travel and setup costs.

The County's comprehensive maintenance agreement requires all equipment to be in good working condition. The boiler system has had ongoing issues, including three boiler replacements since the building opened. The recommended upgrades, including better filtration and proper water treatment, will help address the root problems, extend the life of the equipment, and reduce wear on the system.

Alignment with the Strategic Plan

Leadership: Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT Council approve funding in the amount of \$31,450 plus GST for the required mechanical system repairs at the Administration Building, as identified in the Nordic Mechanical Systems deficiency report, to be funded from the Office Building Maintenance operating budget.