

Customer:

Location:

Coverage: Preventative Maintenance for 1 year

*Contractor* agrees to provide maintenance to equipment listed below.

This document becomes a binding agreement only once signed by both *Customer* and *Contractor*.

Equipment list:

*Indirect Fired Make Up Air Unit*

*Exhaust System in Crawlspace*

*Boiler*

*Etc.*

As a preventative maintenance contract holder, you will receive a discount on service rates of \$

Regular rate: \$ /Hr - Discounted \$ /Hr

Replacement filters will be the responsibility of *Contractor* and will be stored at this location.

#### Terms and Conditions

*Contractor* will provide regular maintenance to listed equipment during regular business hours at times suitable for both parties.

All equipment shall be inspected by *Contractor* at the property located at *address*. Any necessary upgrades to bring equipment to proper and safe operating standards will be the responsibility of the maintenance holder.

*Contractor* shall not be responsible for any personal injury or property damage due to negligence, misuse or abuse of equipment, poor system design, vandalism, acts of God or any unforeseen event which may occur.

*Contractor* shall be responsible to supply documentation of system inspections listing work performed, any foreseeable problems, repairs made or deficiencies found. The equipment listed shall be maintained to extend equipment life and keep operating and repair costs at a minimum.

All necessary repairs will be presented in writing to the maintenance holder. Acceptance to these repairs are to be in writing prior to repairs being made.

It is the responsibility of the maintenance holder *Customer* to notify *Contractor* of any unusual system operations and provide access to equipment. Removing or relocating any system or part of without consulting with a representative of *Contractor* will lead to this contract becoming null and void.

All payments of invoices are due within 30 days of invoice date. In the event payment is not received within 30 days of invoice date this contract becomes null and void.

All or any changes, code upgrades, insurance upgrade regulations or changes required by the authorities having jurisdiction is not covered by this contract.

Any modifications to this contract must be made in writing and signed by both parties.

Cancellation of this contract must be made in writing 30 days prior to cancellation date. Any material purchased prior to cancellation date is the responsibility of the maintenance holder and under no circumstance will *Contractor* be responsible for any or any portion of unused material, shipping , freight, taxes or any associated costs there of.

Signing of this agreement binds both parties for the term of 1 year.

The agreement price to maintain the equipment at *address* per year is \$ *.00* with quarterly payments of \$ *.00* payable within 30 days of invoice date. All taxes are extra.

Acceptance on behalf of *Customer*

Signature \_\_\_\_\_  
Name (print) \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_

Acceptance on behalf of *Contractor*

Signature \_\_\_\_\_  
Name (print) \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_

## OUTLINE "A"

### BOILERS

- Check combustion air
- Flush sections
- Clean burners
- Clean pilot
- Inspect chimney liner
- Check venting
- Clean low water controls
- Clean strainers check feeders
- Clean sight glass
- Inspect pumps
- Test safety controls
- Inspect relief valves
- Check for gas leaks
- Drain condensate tank
- Drain expansion tank

## OUTLINE "B"

### ROOFTOP – HEATING

- Inspect indoor blower and motor
- Inspect fan bearings (lubricate if necessary)
- Inspect pulleys, wheels and belts
- Inspect heat exchanger
- Inspect and clean pilot ignition system
- Inspect burners
- Inspect flame safety controls
- Inspect contactors and relays
- Inspect combustion blower
- Inspect thermostat

## OUTLINE “C”

### COOLING SYSTEMS

- Check oil level in sight glass (if present)
- Check condenser fan motor(s) (lubricate if necessary)
- Inspect condensing coil(s)
- Inspect evaporator coil
- Measure super heat
- Measure subcooling
- Inspect indoor blower and motor
- Inspect pulleys, wheels and belts
- Check for visual leaks