

Maintenance Agreement

Proposal For:	Equipment Location:
Name: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Home Phone: _____	Site Phone: _____
Work Phone: _____	Authorized Person: _____
E-mail Address: _____	Pre-approved repair amount: \$ _____

Benefits of Planned Maintenance	
<ol style="list-style-type: none"> 1. Peace of mind 2. Automatic, regular inspections service 3. Preferential emergency service scheduling 4. Potential problems are spotted before trouble and major expense occur. 	<ul style="list-style-type: none"> * Lubricating, adjusting and cleaning keeps your heating and cooling system running at peak, trouble-free efficiency * Lower fuel bills * 5% discount on additional repair

Maintenance Plan	
Plan: A B <u>C</u> D EAC (see page 2)	
Number of Service Inspections: 2	Start Date: _____ End Date: _____
We will inspect your equipment as marked above during normal working hours. The cost per inspection will be \$150.00, payable yearly in advance for one system and \$100.00 ea. Per system after that in same location...	

Equipment Covered	
Make: _____ Model: _____	Serial: _____ Inst. Date: _____
Make: _____ Model: _____	Serial: _____ Inst. Date: _____
Make: _____ Model: _____	Serial: _____ Inst. Date: _____
Make: _____ Model: _____	Serial: _____ Inst. Date: _____
<ul style="list-style-type: none"> * Repair Charges necessary to correct defects discovered by this preventative maintenance inspection will be the sole responsibility of the purchaser. * The term of this agreement shall be automatically renewable, unless cancelled by either party on 30 days written notice. * Emergency service after hours will be charged at overtime rates. * Repair workmanship is guaranteed for 30 days from the date of repair. 	<ul style="list-style-type: none"> * The services outlined in this agreement will be performed during normal working hours. Repair service requested by customer will be provided during normal working hours at current rates for labor and materials. * Payment for maintenance inspections per this agreement will be PREPAID. Additional repair charges necessary to correct defects discovered by this inspection are C.O.D. * When calling for service please identify yourself as a Maintenance Customer

Approval: Brown & Reaves Services Inc	Acceptance: _____
By: _____	By: _____
Date: _____	Date: _____

We Provide the Service Plan Your Equipment Needs

PLAN A (Gas Furnace)

5. Clean and adjust automatic controls.
6. Clean burners.
7. Adjust combustion for optimum fuel efficiency.
8. Lubricate as needed.
9. Test for combustion leaks.
10. Test safety shutoff response.
11. Check blower belt wear, tension and alignment.
12. Check flue for satisfactory operation.

PLAN B (Air Conditioner)

1. Clean condenser coil if necessary.
2. Check electrical connections for tightness.
3. Adjust system for optimum cooling.
4. Check for oil and refrigerant leaks.
5. Check safety devices.
6. Check blower belt wear, tension and alignment.
7. Check expansion valve and coil temperatures.
8. Check refrigerant level.
9. Check condensate drain.
10. Lubricate as needed.

PLAN C (Heat Pump)

1. Lubricate as needed.
2. Check defrost cycle and reversing valve operation.
3. Adjust air volume for maximum efficiency.
4. Check safety devices and electrical connections for tightness.
5. Check blower belt wear, tension and alignment.
6. Check for oil and refrigerant leaks.
7. Test electrical controls for proper operation.
8. Check refrigerant level.
9. Check refrigerant controls and coil temperature for maximum efficiency.
10. Check condensate drain.

PLAN D (Electric Furnace)

1. Clean and check automatic controls.
2. Check all wiring for loose connections and condition of insulation.
3. Check supply voltage.
4. Check amperage draw.
5. Lubricate as needed.
6. Test safety shut-off response.
7. Check blower belt wear, tension and alignment.

Conditions:

We agree to:

1. Inspect the equipment on a scheduled basis as shown, and during each inspection perform the applicable services per above checklist.
2. Instruct you in the operation of the equipment.
3. Give our service contract holders preference over all other service activity normally undertaken by us.

You agree to:

1. Operate the equipment according to our instructions.
2. Promptly notify us of any unusual operating conditions of the equipment.
3. Permit our personnel the use of your common building maintenance tools, such as ladders, etc.

4. Permit only our service personnel and/or a service organization authorized by us to work on the equipment.

General:

During the term of the agreement we will take all reasonable precautions to avoid injury to persons and damage to property while on the premises, but we shall not be liable for any special or consequential damages.

We shall not be liable for losses or defect arising out of vandalism, fire, flood, wind, war, riots and acts of God. In such cases, the customer shall be charged for the parts and labor involved at the then current price for such repairs. No such parts or labor shall be furnished, however, without authorization from the customer.

IF YOUR HEATING OR AIR CONDITIONING SYSTEM FAILS TO OPERATE:

1. Be sure thermostat is set on "Heat" or "Cool" as needed, and set properly.
2. Check all switches, fuses, and circuit breakers to be sure there is electricity to the unit.
3. Check filters to be sure they are not clogged.
4. Be sure the gas is on.