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# FURNACE, AC/HP MAINTENANCE AGREEMENT

Name		
Billing Address		
City	State	Zip
Phone Numbers		
Service Address		
MAKE	MODEL #	SERIAL#
FILTER SIZE(S)		

ALL INSPECTION/MAINTENANCE TASKS PER MANUFACTURER AND ANSI/ACCA STANDARD 4 QM - 2013

## GENERAL SEASONAL MAINTENANCE (CIRCLE RED ITEMS IF APPLICABLE)

- |                                                         |                                                        |
|---------------------------------------------------------|--------------------------------------------------------|
| ✓ CHECK RETURN AIR FILTERS. CLEAN OR REPLACE            | ✓ TEST TSTAT(S) HUMIDISTAT OUTDOOR SENSOR OPERATION    |
| ✓ INSPECT AIR FILTER HOUSING AND AIR SEAL               | ✓ TEST ZONE CONTROL AND DAMPER OPERATION               |
| ✓ INSPECT GRILLES, REGISTERS, DIFFUSERS AND DAMPERS     | ✓ INSPECT HRV/ERV OPERATION. CLEAN PREFILTERS AND CORE |
| ✓ INSPECT INTEGRITY OF DUCTWORK (HANGERS, JOINTS, ETC.) | ✓ INSPECT HUMIDIFIER EAC UV LIGHTS                     |

## SEASONAL MAINTENANCE – AIR CONDITIONING

- |                                                        |                                                              |
|--------------------------------------------------------|--------------------------------------------------------------|
| ✓ INSPECT EVAPORATOR COIL FINS, CLEAN AND STRAIGHTEN   | ✓ CHECK REFRIGERANT CHARGE, ADJUST IF NECESSARY              |
| ✓ CONFIRM CORRECT AIRFLOW USING DELTA T AND/OR STATIC  | ✓ INSPECT CONDENSING UNIT CABINET AND CONDENSER COIL FINS    |
| ✓ MEASURE AND RECORD WET BULB AND DRY BULB AT COIL     | ✓ INSPECT CONDENSER FAN BLADE, MOTOR, CONTACTORS, CAPACITORS |
| ✓ CHECK ALL DRAIN LINES AND DRAIN PAN FOR BIO GROWTH   | ✓ CHECK DISCONNECT AND GROUNDING, CONNECTIONS AND WIRE       |
| ✓ CHECK ACCESSIBLE REFRIG LINES AND COIL FOR OIL LEAKS | ✓ IF HEAT PUMP, CHECK REVERSING VALVE AND DEFROST FUNCTION   |

## SEASONAL MAINTENANCE – HEATING

- |                                                    |                                                                     |
|----------------------------------------------------|---------------------------------------------------------------------|
| ✓ INSPECT BURNERS, FLUE, INDUCER FAN AND BLOWER    | ✓ INSPECT VENT EXHAUST SYSTEM OR INLET AND EXHAUST VENT PIPES       |
| ✓ CHECK HEAT EXCHANGER FOR CORROSION AND/OR CRACKS | ✓ INSPECT ALL ELECTRICAL CONNECTIONS AND WIRE                       |
| ✓ MEASURE AND ADJUST GAS INLET/OUTLET PRESSURES    | ✓ INSPECT/TEST ALL CONTACTORS, RELAYS, AND CAPACITORS               |
| ✓ PERFORM COMBUSTION ANALYSIS TEST                 | ✓ INSPECT IGNITION AND SEQUENCE OF OPERATION, CONDENSATE DRAIN PIPE |

## BENEFITS OF PREVENTIVE MAINTENANCE

- |                                                   |                                                       |
|---------------------------------------------------|-------------------------------------------------------|
| ✓ ESTABLISHES YOU AS A CITIES 1 PRIORITY CUSTOMER | ✓ MAINTAINS EFFICIENT OPERATION, SAVING ENERGY \$\$\$ |
| ✓ 10% DISCOUNT ON ALL REPAIRS                     | ✓ MAINTENANCE LENGTHENS EQUIPMENT LIFE                |

## PRICING/MONTH(S) SERVICED (MAINTENANCE ONLY, REPAIRS EXTRA)

GENERAL	\$ _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
SEASONAL AIR CONDITIONING	\$ _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
SEASONAL HEATING	\$ _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOTAL FOR YEAR 2 _____	\$ _____												

## YOUR ACCEPTANCE

SIGNATURE	PRINTED NAME	DATE
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