



MECHANICAL CONTRACTORS

PREVENTIVE MAINTENANCE SERVICES

- ❑ Preventive Maintenance is an agreement based on an annual predetermined schedule in order to prevent operational problems, increase operational efficiencies and too extend the life of the equipment during normal operations.
- ❑ The frequency of preventive maintenance services performed per year, and their associated costs, will be determined and agreed upon by each party prior to the work being initiated. The condition, application and location of the equipment will determine scopes and associated costs.

THE PREVENTIVE MAINTENANCE SERVICES LISTED BELOW ARE GENERAL SERVICES AND MAY NOT BE APPLICABLE TO THE EXISTING MECHANICAL EQUIPMENT AT EACH FACILITY

1. Inspect belts and/or drives for wear, replace belts if necessary (unless noted, belts will be replaced a minimum of once per year)
 2. Replace or clean filters (depending on type)
 3. Inspect and clean condensate drains and/or condensate drain pans.
 4. All refrigerant gas connections will be visually checked for integrity.
 5. Clean exterior refrigerant coils with factory approved solutions.
 6. Low voltage and interlock control wiring will be visually inspected for integrity.
 7. All electrical, fuel, accessories, piping, equipment components and connections will be visually inspected for integrity.
 8. All motors and drives will be inspected and lubricated as required by the OEM.
 9. For all gas and oil fired equipment: One time per year, prior to the heating season, the heat exchanger/s will be inspected for wear and/or damage. If damage is found on heat exchangers or components where Carbon Monoxide (CO) could be introduced into the unit's air stream, that unit's heat will be disabled as per Mandated Code Compliance and the occurrence will be reported to the Owner. The Owner will be notified of a potentially dangerous situation and informed as to options of replacement or repair of the equipment in question.
 10. Annual cleaning and service of fuel gas or oil fired boilers, burner assemblies and flues.
 11. Inspection and superficial cleaning of exterior chiller coils and components. Top end services, internal inspections and/or other extreme maintenance procedures are available for chiller systems upon request.
 12. Inspection and replacement of Ultraviolet Clean Air lamps and associated materials as per Operation Maintenance protocols established by the equipment manufacturer.
- ❑ During normal maintenance services, all detected instances of malfunctions or possible equipment failures will be reported to the owner or the owner's representative. Improvements and/or repairs of malfunctioning equipment will be reported and approved by the owner prior to that work being performed.
 - ❑ Acceptance and/or activation of the preventive maintenance agreement will not constitute this contractor's becoming responsible for any HVAC equipment malfunctions, equipment failures or conditions which are preexisting.
 - ❑ At no time will this contractor assume responsibility for damages that result from equipment malfunctions or equipment failures.
 - ❑ Following the acceptance of the Preventive Maintenance Services, and upon request, a report will be sent to the Customer outlining equipment operations as well as any anomalies found during the service along with suggestions to correct those anomalies and/or improve the overall operations of the equipment.