

*Cooley's Heating & Air Inc.*

*106 Nichols Avenue*

*Salem, IN 47167*

*(812) 883-9999*

*"Where comfort and quality come together."*

Preventative Maintenance Proposal for

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Indoor Make \_\_\_\_\_ Model \_\_\_\_\_ Serial Number \_\_\_\_\_  
Outdoor Make \_\_\_\_\_ Model \_\_\_\_\_ Serial Number \_\_\_\_\_  
Filter Size \_\_\_\_\_ Quantity \_\_\_\_\_

**Benefits of Preventative Maintenance\***

- Lower your energy bills – unmaintained equipment can use up to 50% more electricity
- Extended Equipment Life
- Fewer Repairs
- Priority Customer Status
- Agreement is Transferable
- 2 % off New Equipment Replacement
- Improved Safety
- Potential problems are found and corrected before they become a major expense
- Regular inspections keep your heating and cooling system operating at peak performance and efficiency

**Preventative Maintenance Tune- Up Includes**

- Clean and Adjust Burner Assembly
- Clean Ignition Assembly
- Test Starting Capabilities
- Test Safety Controls
- Clean or Replace Standard Air Filter
- Clean and Adjust Blower Components (if necessary)
- Check for Correct Air Flow (if necessary)
- Tighten Electrical Connections
- Measure Volts/Amps (if necessary)
- Lubricate all Moving Parts
- Clean Evaporator Coil if accessible (if necessary)
- Clean Condenser Coil and Condensate Drains \*\*
- Measure Temperature Difference (if necessary)
- Adjust Gas Pressure (if necessary)

- Repair charges necessary to cover defects discovered by maintenance are not covered by this agreement.
- Repair workmanship is covered for 30 days after repair.
- Emergency service after hours will be charged at overtime rates.
- Services will be performed during normal working hours of Monday – Fri day 8am – 5pm.
- The terms of this agreement will automatically renew unless cancelled in writing by either party with a 30 day notice.

This agreement will cover one spring and one fall inspection on your system.

When calling for service please identify yourself as a maintenance customer.

The cost of this agreement will be \$ 130.00, payable annually for a single system unit. \*\*\*

Approved by:

Accepted by:

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Conditions:

We agree to:

1. Inspect your equipment on a scheduled basis and during each inspection perform the applicable services per our checklist.
2. Instruct you in the proper operation of your equipment.
3. Give service contract holders preference over other service activities.

You agree to:

1. Operate the equipment according to our recommendations.
2. Promptly notify us of any unusual operating conditions.
3. Permit only our service personnel or service organization authorized by us to perform work on covered equipment.

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

We shall not be liable for losses or defects arising out of vandalism, fire, flood, wind, war, riot, and acts of God. In such cases the customer will be charged for parts and labor at current rates for any repairs required.

\*Benefits may vary by system age, type, usage, and utility cost.

\*\* Chemical Coil Cleaning (if necessary) may require an additional fee.

\*\*\* Additional units may require additional fees.