



766 Industrial Court  
 Bloomfield Hills, MI 48302  
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# Commercial Preventive Maintenance Program

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Zip Code \_\_\_\_\_

### Heating System Seasonal Start-Up: (Major)

- Replace all filters
- Clean heat exchanger surfaces, blower blades & air passes if necessary
- Check amperage draw of compressor motor
- Check all drive belts, replace if necessary
- Check and adjust, if necessary, pilot/burner flames
- Check all safeties are operational
- Clean and adjust stats, check operation through control sequence
- Check all traps, strainers and valves (if applicable)
- Check all crank case heaters for proper operation
- Check and adjust economizer/damper for proper operation

### Heating (Minor)

- \*Replace all filters
- \*Check all drive belts, replace if necessary
- \*Check amperage draw of compressor motor
- \*Check name plate amperage reading of compressor
- \*Check motors, bearings & lube points grease/oil, if necessary
- \*Replace and secure all access panels/covers

### Cooling System Seasonal Start-Up: (Major)

- Replace all filters
- Check & confirm proper operating pressures based on ambient conditions
- Oil level checked in semi-hermetic compressors
- Check operation of crank case heater
- Confirm proper drainage of all condensate lines. Report any visible roof drain problem to Store Manager
- Check all drive belts - replace, if necessary
- All safeties/controls installed & operational
- Clean and confirm proper T-Stat operation through both heating and cooling
- Check and confirm clean conditions of evaporator and condenser coils, clean properly, as required.
- Clean all blowers blades & motor air passages.
- Check and adjust economizer/dampers for proper operation
- Check amperage draw of compressor or motor

### Cooling (Minor)

- \*Replace all filters
- \*Check condenser coil condition
- \*Check evaporator coil condition
- \*Measure temperature across cooling coil
- \*Check condenser fans - operational (Yes / No)
- \*Check condensation drain pans
- \*Check refrigerant pressure
- \*Check all drive belts, replace if necessary
- \*Oil level checked in semi-hermetic compressor
- \*Check amperage draw of compressor motor
- \*Clean and adjust stats, check operation through control sequence



Schedules may vary pending weather conditions. Routine maintenance is scheduled Mon-Fri 8-5 P.M. If emergency service is required during our premium hours (evenings, weekends, holidays) you are quoted at our overtime rates, with our special **PMP** discounts.

Major Heating \_\_\_\_\_ \*Minor Heating \_\_\_\_\_ Major Cooling \_\_\_\_\_ \*Minor Cooling \_\_\_\_\_

As a result of you being our Customer and participating in this annual Preventive Maintenance Program<sup>TM</sup> with us, you will have the following benefits:

- Preferred Customer Status
- Trip Charge \_\_\_\_\_
- Extended Equipment Life
- 10% Discount on All Parts
- Lower Operating Cost All Season
- 5% Discount on All Labor Rates
- Maximum System Performance

Equipment on Job:

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Terms of this agreement are for the above mentioned equipment and scheduled trips. NOTE \*Prices are subject to change upon inspection of equipment. The price for this agreement is \$\_\_\_\_\_ for \_\_\_\_\_ Trips per year.

Unless we advise you to the contrary, we agree to renew this program on the anniversary date. **We offer 2 or 3 year programs.** Ask about discounts. (Custom Program Available).

Repairs required to your system will be called to your attention. The necessary labor and parts to complete the repairs will be scheduled when convenient with you and billed separately.

**Maintenance program must be paid in full before honored.**

If you desire coverage on additional equipment not listed or have any questions regarding this policy, please feel to call us.

Proposed by: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

24 Hour Emergency Service

**SUN'S SERVICE DOESN'T COST...IT PAYS!**

Radio Dispatched Trucks