



SYSTEM SERVICE & ENGINEERING

A FIDELITY COMPANY

FirstService Residential Grand Panama *Proposed Maintenance Agreement*

Date:

4/25/2025

Proposal Number:

P03085

Prepared for:

Grand Panama
11807 Front Beach Road
Panama City Beach, Florida 32407

Prepared by:

Cliff Thorne
8504413458
cthorne@systems-service.com



Executive Summary

11807 Front Beach Road
Panama City Beach, Florida 32407

Dear Mr. Mark Huebner;

Thank you for taking the time to meet with System Service & Engineering and giving us the opportunity to provide this proposal for mechanical systems services.

System Service & Engineering, is unique in many ways. We are local in our commitment to our customers, with resources of a national organization, and the ability to provide timely support and specific solutions for your facility environmental needs. The foundation of our success, nationwide, is in several major areas. First, we seek ways to help you improve your building's HVAC (environmental) condition. Second, we help you reduce or control overall cost related to ownership and operating the facility. Most importantly, we have a long-term involvement in our community and we are dedicated and willing to be the single-source provider for design, installation, retrofit-repair, replacement and maintenance of your facility HVAC systems.

Each proposal is designed to match your specific needs with our capabilities and provide you with reduced overall costs, improved equipment efficiency, better comfort, extended equipment life and general peace of mind, related to the HVAC systems.

After careful survey of your mechanical systems, discussions with your staff, and evaluation of financial information, we present the following recommendations for system improvements and planned preventive maintenance.

Thank you again for your time, we look forward to working with you!

Respectfully,

Cliff Thorne
System Service & Engineering

Introduction

Service Makes Sense

The value of professional service cannot be underestimated. After all, the protection of your building's assets is critical to the operation of your business and the well-being of your employees.

A professional maintenance program keeps your building healthy and running at peak efficiency. Think of it as a "physical" for your facility. Regularly scheduled maintenance ensures environmental consistency. It makes work areas more comfortable and extends the life of your heating and cooling systems. A service agreement tailored to your specific facility also allows you to identify and address minor performance issues before they lead to catastrophic repairs and/or replacement.

System Service & Engineering's approach to service includes transparency. You'll receive a technical "menu" of the prescribed services and associated costs, along with a maintenance schedule tailored to your facility. We'll also provide a detailed explanation of the service performed.

More than 80% of the overall owning and operating costs of your facility will occur AFTER construction, which is why a professionally administered maintenance program is imperative to the ongoing performance of your building. The financial and technical risks of not performing regular service are many, so why chance it?

System Service & Engineering is dedicated to providing customized, professional maintenance programs that take the guesswork out of protecting your valuable assets.

You focus on the destination. Let us help you along the journey.

Program Overview

There are numerous benefits to ensuring the overall health of your mechanical systems with a well-planned preventative maintenance program. Not only are routine maintenance activities required by equipment manufacturers in order to keep warranties in effect, they protect capital investments in expensive mechanical equipment, reduce system downtime, and ensure that equipment is running efficiently, thereby helping to control energy costs and management to adhere to operational budgets.

Air Filter Service



Dirty filters and coils can increase your energy bills by 10-15%, according to the U.S. Department of Energy. Inefficient system operation caused by dirty filters can result in having to repair equipment more often or replace it sooner than its usual life expectancy. In some cases, dirty filters can even reduce employee productivity by aggravating employee health problems.

This program includes the labor and material to inspect, clean as required and change air filters on a regularly scheduled basis.

Belt Service



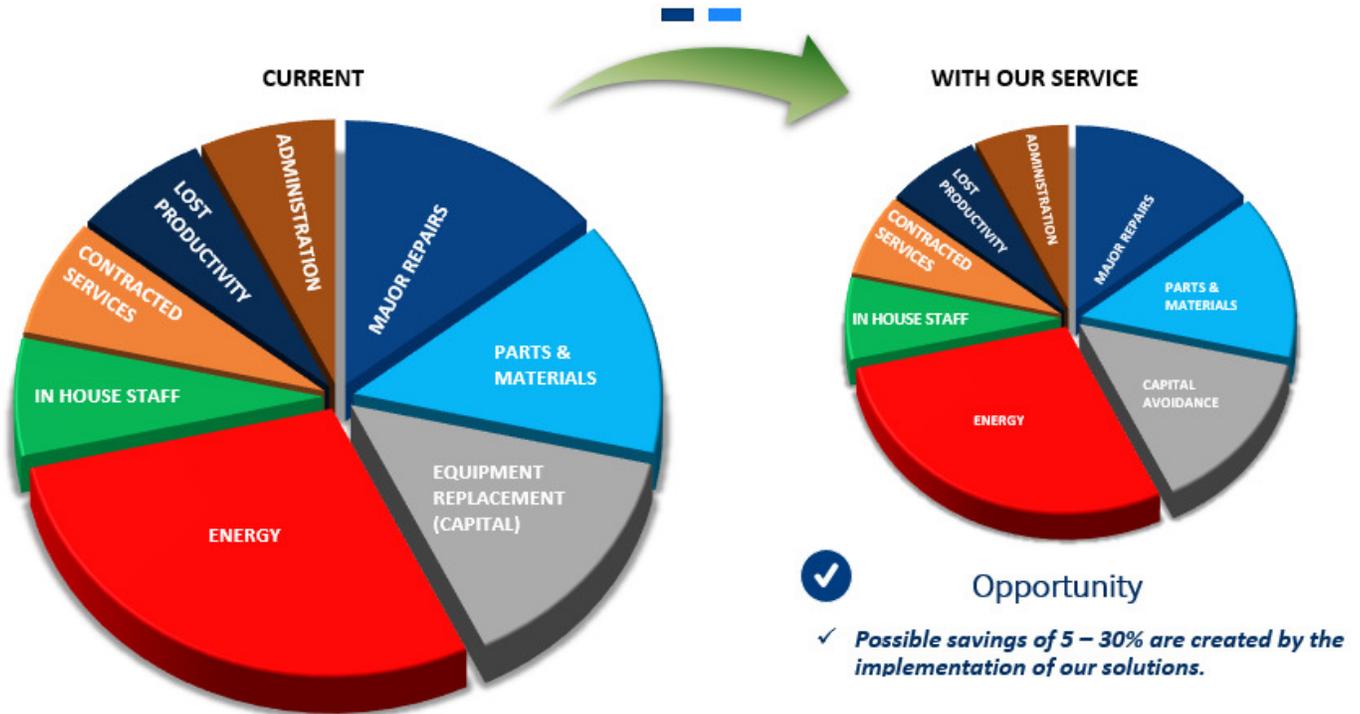
Belt inspection is particularly important to the operation because of the size of the power losses. Estimates of the energy losses due to under-tensioned drive belts can be as much as 20%. Proper belt tension is critical not only to belt life, but also to optimal drive function.

This program includes the labor and material to inspect, adjust as required and change belts on a regularly scheduled basis.

MAINTENANCE IMPACT

System Service & Engineering preventive maintenance program is the key to extending the life of your equipment. Our program provides the necessary labor, materials and test equipment to perform inspection, adjustment, calibration, and testing of the system's operation. By implementing our Maintenance Program you can ensure your system operates at optimal efficiency.

PROACTIVE APPROACH FINANCIAL SAVINGS



With System Service & Engineering you can expect:

- Expert operations and sales staff
- The highest standards and integrity in the industry
- Guaranteed performance
- Fast 24/7/365 emergency service
- Certified service professionals
- America's Best Service Experience
- Results oriented



According to the U.S. Department of Energy and the Building Owners and Managers Association (BOMA) energy savings of 5 to 30% can be realized through **improved operations and maintenance of building systems.**

Your Benefits

- Reduces energy consumption
- Extends equipment life
- Eliminates comfort problems
- Reduces costs
- Protects the value of your system
- Improves system performance
- Reduces down time



Value Maintenance Agreement For Environmental Systems

Company

System Service & Engineering
 205 Mosley Drive
 Lynn Haven, FL 32444

Proposal Date: 4/25/2025
 Proposal Number: P03085
 Agreement Number:
 Contractor License:

Ph: 8504413458 Fax: 8504413459

Bill To Identity	Agreement Location
Maxet for Grand Panama 11807 Front Beach Road Panama City Beach, Florida 32407 Attn:	Grand Panama 11807 Front Beach Road Panama City Beach, Florida 32407 Attn:

System Service & Engineering will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: Value **SCHEDULES:** *Equipment Schedule *Air Filter Service

Agreement coverage will commence on 5/1/2025.

The Agreement price is \$6,340.00 per year, installments of \$1,585.00 per Quarter beginning on the effective date of 5/1/2025 through 4/30/2026.

This Agreement is the property of System Service & Engineering and is provided for Customer's use only. System Service & Engineering guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This Agreement is for an initial term of 1 year and shall renew for successive one year terms unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date. Upon execution as provided below, this Agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

 Signature (Authorized Representative)

Cliff Thorne

 Name (Print/ Type)

8504413458

 Phone

4/25/2025

P03085

 Date

 Proposal #

Customer

 Signature (Authorized Representative)

 Name (Print/ Type)

 Title

 Date

 PO#

Value Program

This Agreement will be initiated, scheduled, administered, monitored and updated by the Service Contractor. The Customer is informed via a detailed Service Report, presented for Customer's review, approval signature and record.

WE WILL PROVIDE THE FOLLOWING PROFESSIONAL SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON INVENTORY OF EQUIPMENT:

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan operation; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s).

INSPECTING for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks.

Exclusions

Any services other than what is specifically listed under the heading “Test and Inspect” above. Repairs and preventive maintenance to the Covered Equipment, the provisions or installation of components or parts, or service calls requested by the Customer outside the scope. These services will be charged for at Service Provider's rates in addition to vehicle and other related service charges then in effect.

Clarifications

Customer shall permit Service Contractor free and timely access to areas and the Covered Equipment, and allow Service Contractor to start and stop the Covered Equipment as necessary to perform required services.

All normal service will be performed during Service Contractor's normal business hours. Should the Customer require service during a time other than during Service Contractor's normal business hours; the Customer shall pay the Service Contractor the additional overtime portion of the normal service rates. Normal overtime is time and one half or the normal service rates times 1.5. Holidays and Sundays are double time.

The Customer will be responsible for any price increases that the Service Contractor incurs as a result of any tariffs imposed on the equipment and materials reflected in its scope of work, including any tariffs on any component parts of the equipment and materials. In the event the Service Contractor incurs any such tariff-related price increase, the Customer will issue a change order to the Service Contractor to adjust the contract price to reflect the tariff-related price increase.

The Service Contractor, as a convenience to the Customer, accepts payments via most major credit cards. In the event the Customer wishes to pay Service Contractor by credit card, Customer agrees to reimburse the Service Contractor a surcharge of 4% of the amount of the invoice being charged (or to the extent permissible by law) if the Customer uses any major credit card, and the Customer authorizes Service Contractor to add the applicable surcharge to the credit card transaction.

Value Terms and Conditions

Throughout this Agreement:

Maxet for Grand Panama shall be known as the Customer.

System Service & Engineering shall be known as the Service Contractor.

These terms and conditions of the Agreement (the "Agreement") and all of the sections included, are integral parts of and form the Agreement between the Service Contractor and the Customer. In the event the Customer seeks to have the Service Contractor enter into a separate written contract for the scope of work of this Agreement, then: (1) the separate written contract must be acceptable to the Contractor; (2) the entire Agreement shall be attached to and incorporated by reference in such separate written contract; (3) to the extent that there is a conflict between the terms and conditions of the Agreement and the terms and conditions of the separate written contract, the terms and conditions of this Agreement shall control; and (4) if the Contractor and the Customer are unable to agree upon a mutually acceptable separate written contract, the Contractor shall have the right to rescind the quote included with this Agreement without liability to the Contractor.

The Service Contractor accepts the care of the equipment listed in the Inventory of Equipment (the "Covered Equipment") as applicable to the Program. The Covered Equipment shall be maintained in the condition that exists at the beginning of the Term. Any defective components, excessive wear, maladjustments, improper installation, improper design, service by others, improper operation, or misapplication, shall not be considered the responsibility of the Service Contractor, other than normal Preventive Maintenance. Repairs and service required in restoring the Covered Equipment's capacity, reliability, design efficiency, or other shortcomings shall only be repaired with authorization and invoiced at normal service rates in addition to vehicle and other related service charges.

The Customer agrees to employ the Service Contractor exclusively for the service and repair work of the Covered Equipment and promptly notify the Service Contractor of any condition of the Covered Equipment that is unusual or that may adversely affect its operation and reliability. Any alterations, additions, adjustments, or repairs made by others, unless authorized or agreed upon by the Service Contractor in writing, will be cause for Service Contractor to terminate or renegotiate the Service Contractor's obligation under this Agreement. This Agreement shall not include maintenance, repairs, service or replacements necessitated by any loss or damage resulting from any cause beyond the control of the Service Contractor, including but not limited to damage or loss due to lack of water, freezing, loss or insufficient electric power or fuel source, hail, flood, windstorm, excessive rain, snow, freezing weather, lightning, earthquake, theft, fire, riots of any origin, strikes, wars, misuse, negligence by person(s) other than those representing the Service Contractor, vandalism, acts of government, building code requirements, insurance company requirements, unauthorized adjustments or repairs, or any other peril or act of God. The cost of all repairs, modifications, or alterations necessitated by the above shall be the responsibility of the Customer and payable to the Service Contractor at Service Contractor's current service rates in addition to vehicle and other related service charges.

All reasonable efforts shall be extended in performing the service as requested by the Customer, but the Service Contractor shall not be liable for any losses or consequential damage that arise out of delays, misuse by the Customer, or the Customer's agents or employees. Replacement and installation of equipment, components, or accessories that fail to provide satisfactory performance due to obsolescence or design conditions are not included in the scope of the Agreement.

The Customer agrees to pay the Service Contractor as set forth in the Agreement. The terms of payment for all other invoices submitted by the Service Contractor are net thirty (30) days from the Customer's receipt of such invoice. The Customer's obligation to pay the Contractor shall not be contingent upon or delayed by prior payment of a third-party, including but not limited to any insurance companies or the Customer's client. In the event that the Customer objects to the charges in any invoice, the Customer shall notify the Contractor in writing the basis for such objection within fifteen (15) days of its receipt of such invoice, and if the Customer fails to provide written notice within such timeframe, the Customer's objection shall be deemed waived, and the invoice shall be

deemed due and payable for the amount of such invoice. Unless the Agreement specifically states otherwise, the prices in this Agreement do not include sales tax, and to the extent sales tax is applicable to any services, materials and/or equipment, such sales tax will be listed separately on the Service Contractor's invoices, and the Customer agrees to pay for all applicable sales taxes. The prices in this Agreement do not include any costs associated with using any invoicing software, portals or services required by the Customer or of any requirement by the Customer for the Service Contractor to procure additional insurance or higher limits of insurance than are typically carried by the Service Contractor, and to the extent there are any costs incurred by the Service Contractor to comply with such requirements, the Customer agrees to reimburse the Service Contractor for such costs. The Customer further agrees to pay finance charges of 1½ % per month for invoices not paid within 30 days of the invoice date. In the event that the Customer fails to pay the Service Contractor in accordance with the agreed payment terms: (1) the Service Contractor may, at its sole discretion, stop all work under this Agreement and any other Agreement between the Service Contractor and the Customer until such time as the Customer's account is brought current; and (2) the Customer agrees to reimburse the Service Contractor for any and all costs of collection of the outstanding balance, including but not limited to the Service Contractor's attorneys' fees, expert fees, court costs and any other legal expenses that the Service Contractor incurs, even if the costs of collection exceed the outstanding balance. The Service Contractor and the Customer agree that in the event a dispute arises with respect to this Agreement, such dispute shall be resolved in a court of competent jurisdiction in the county in which Service Contractor's home office is located and this Agreement shall be governed and interpreted by the laws of the state in which Service Contractor's home office is located, exclusive of its conflict of laws principles. THE SERVICE CONTRACTOR AND THE CUSTOMER EXPRESSLY CONSENT TO THE PERSONAL JURISDICTION OF THE AFOREMENTIONED STATE, AGREE TO THE AFOREMENTIONED COUNTY AS THE APPROPRIATE VENUE FOR DISPUTES, AND IRREVOCABLY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM, WHETHER AT LAW OR IN EQUITY, BROUGHT BY EITHER PARTY IN CONNECTION WITH THIS AGREEMENT.

Where the Service Contractor renders service for the Customer other than those services specified in the Program, the Customer agrees to pay for such services at the Service Contractor's current service rates in addition to vehicle and other related service charges. Loss of time or productivity due to unexpected events that may restrict or limit access to the Covered Equipment, associated equipment or components shall be invoiced at the current service rates in addition to vehicle and other related service charges. The fees and surcharges set forth in this Agreement are estimates based on the market conditions at the time that this Agreement was entered. Service Contractor will use reasonable efforts to maintain the fees and surcharges as estimated in this Agreement. However, due to severe fluctuations in material, equipment and fuel costs, Service Contractor reserves its right to modify the fees and surcharges during the term of the Agreement with regard to any services rendered for the Customer, other than those services specified in the Program.

The term of this Agreement (the "Term") is designated on the signature page of the Agreement. The Customer and the Service Contractor agree that the Term or any renewal term thereafter shall automatically renew for a one- year period ("Renewal Term") under the same terms and conditions of the Agreement, and subject to adjustment at the commencement of each Renewal Term to reflect increases in labor, material and other costs, unless the Agreement is terminated in writing by either the Customer or the Service Contractor no less than thirty (30) days prior to the expiration of the current Term or Renewal Term. If any of the rates to be charged by the Service Contractor and/or vehicle and other related service charges for the upcoming Renewal Term will change, the Service Contractor will notify the Customer of such changes in writing.

The Service Contractor's liability hereunder shall not exceed the annual cost of this Agreement, except in the event where damage to the Covered Equipment has been caused by the Service Contractor while performing routine maintenance or service, and then only to the extent of the replacement parts and installation thereof. In no event shall the Service Contractor be liable for consequential damages or losses, including but not limited to loss of profits, loss of use of the Covered Equipment, loss of the use of any associated or supported equipment, high or unusual utility cost, investment cost of substitute facilities, or rental of equipment. During the Term of the Agreement, the Service Contractor agrees to either repair or replace any defective work performed by the Service Contractor. The determination as to whether such work is to be repaired or replaced is within the sole discretion of the Service Contractor. Unless otherwise agreed to in writing by the Service Contractor and the Customer, upon the termination of this Agreement or the expiration of the Term, whichever occurs first, the Service Contractor shall have no further obligations to repair or replace work performed during the Term, and Customer shall be responsible for maintaining the Covered Equipment upon the termination of this Agreement or the

expiration of the Term, whichever occurs first. Any warranty of the materials, parts and equipment installed by Service Contractor shall be subject to the manufacturers' standard warranty terms, if any, and Customer's exclusive remedy with respect to any claims of defects in such materials, parts or equipment shall be governed by the manufacturers' standard warranty. To the fullest extent permitted by law, the Customer shall defend, indemnify and hold harmless the Service Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the Customer, anyone directly or indirectly employed by the Customer, or anyone for whose acts the Customer may be liable, regardless of whether it is caused in part by the negligence of the Service Contractor. Further and notwithstanding the preceding sentence, the Service Contractor shall be held harmless by the Customer and shall not be liable to the Customer for any claims, liabilities, damages, losses and expenses related to mold or the creation of mold at the Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

The Customer agrees to not solicit or hire employees of Service Contractor and/or the Service Contractor's subcontractors for itself and/or for any corporation, which Customer now represents or with which Customer now or may later be affiliated during the term of this Agreement and for a period of one year after the termination of the Agreement.

PANDEMIC AND EPIDEMIC PRECAUTIONS

The Customer and the Service Contractor acknowledge that pandemics and/or epidemics may severely impact the location where the services will be performed. As a result, in the event of a pandemic and/or epidemic, Federal, State and Local guidelines and requirements may be imposed and modified, which may impact the timing and cost of the services under the Agreement.

The Customer and the Service Contractor agree that: (1) the Customer and the Service Contractor will both use commercially reasonable efforts with respect to the services under the Agreement; (2) the Customer and the Service Contractor and their respective employees, agents and representatives will comply with applicable Federal, State and Local government quarantines, shelter-in-place orders, regulations, executive orders and/or directives, including but not limited to any recommendations or requirements of the Centers for Disease Control, U.S. Department of Labor, U.S. Department of Health and Human Services, and/or any comparable State or Local agencies (collectively, "Pandemic/Epidemic Requirements"); (3) the Customer and the Service Contractor will both use commercially reasonable efforts to keep each other informed of pertinent updates or developments regarding their obligations to comply with Pandemic/Epidemic Requirements; and (4) if the Service Contractor's performance of the services under the Agreement is delayed, suspended and/or effected by Pandemic/Epidemic Requirements and/or by their direct or indirect impacts, the Service Contractor shall be entitled to adjustments to the schedule and/or the prices under the Agreement, provided the Service Contractor notifies the Customer within a reasonable period of time after the Service Contractor learns of the delay, suspension and/or effect.

Your Mechanical Investment

Asset Maintenance Schedule

Assets									
Qty	Unit Desc.	Type	Spring	Summer	Fall	Winter	Coil Cleaning	Annual Filter Changes	Annual Belt Changes
2	DW BOOSTER SKID	PMP	1	1	1	1	0	0	0
1	GENSET 001	Custom	1	0	1	0	0	0	0
1	P2	PKG-DX-HTPMP	1	1	1	1	1	4	0
1	P3	PKG-DX-HTPMP	1	1	1	1	1	4	0
1	P4	SPLT-DX-HC	1	1	1	1	1	4	0
1	POOL HTR 001	MIS-UHTR-GAS	0	0	1	1	0	0	0
1	POOL HTR 002	MIS-UHTR-GAS	0	0	1	1	0	0	0
1	SHP-1 CONF RM	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-2 BOH	SPLT-DX-HC	1	1	1	1	1	4	1
1	SHP-3 MAIN LOBBY	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-4 TRASH LOBBY	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-5 ELEVATOR LOBBIES	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-6 STORAGE LOCKERS	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-7 MECH RM	SPLT-DX-HC	1	1	1	1	1	4	0
1	SHP-8 ELEC RM	SPLT-DX-HC	1	1	1	1	1	4	0

Inventory of Equipment

Assets							
Qty	Equipment	Manufacturer	Model	Serial#	Rating	Location	Area Served
2	DW BOOSTER SKID	ARMSTRONG	6535	552245	15 HP		
1	GENSET 001	KOHLER	400RE0ZVC	2134405	1		
1	P2	FRIEDRICH	VHA24K25RTH-3	LEMV00306	2 Ton	P3	
1	P3	FRIEDRICH	VHA24K25RTH-3	LEMV00310	2 Ton	P3	
1	P4	GOODMAN	AVPTC30C14AB	1411147010	2.5 Ton	P4	
1	POOL HTR 001	PENTAIR	461113	1125283230003X	1		
1	POOL HTR 002	PENTAIR	461113	1125283230001V	1		
1	SHP-1 CONF RM	Carrier	FB4CNF024	0621F28797	2 Ton		
1	SHP-2 BOH	MAGICAIRE	36-HBAX-3	W060469868	3 Ton		
1	SHP-3 MAIN LOBBY				4 Ton		
1	SHP-4 TRASH LOBBY				2 Ton		
1	SHP-5 ELEVATOR LOBBIES				3 Ton		
1	SHP-6 STORAGE LOCKERS				5 Ton		
1	SHP-7 MECH RM				2 Ton		
1	SHP-8 ELEC RM				2 Ton		

Air Filter Service

Assets				
Qty	Unit	Changes/Yr	Size	Type
1	P2	4	20x25x1 Pleated Filter MERV 10	Pleated
1	P3	4	20x25x1 Pleated Filter MERV 10	Pleated
1	P4	4	20x20x1 Pleated Filter MERV 10	Pleated
1	SHP-1 CONF RM	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-2 BOH	4	16x30x1 Pleated Filter MERV 10	Pleated
1	SHP-3 MAIN LOBBY	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-4 TRASH LOBBY	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-5 ELEVATOR LOBBIES	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-6 STORAGE LOCKERS	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-7 MECH RM	4	20x25x1 Pleated Filter MERV 10	Pleated
1	SHP-8 ELEC RM	4	20x25x1 Pleated Filter MERV 10	Pleated

Tasking

DOMESTIC WATER BOOSTER PUMP MAINTENANCE PREVENTATIVE MAINTENANCE TASK LIST (As applicable per equipment schedule)

INSPECTION:

- Check for leaks at connection and shaft seal
- Check for excessive vibration and cavitation
- Lubricate per manufacturer's recommendations
- Check all mounting bolts for tightness
- Check Electrical Starter for visual signs of wear
- Visually inspect for proper alignment

EMERGENCY BACKUP GENSET

Engine

- Check with customer for any known issues
- Visual inspection
- Check all belts, adjust as needed
- Check all hoses and upgrade rubber block heater hoses as needed
- Inspect cooling system, test antifreeze and change filter if equipped
- Inspect and replace air filters (up to 200kW) as needed
- Inspect block heater for proper operation
- Check lube oil level, change oil and filters on annual basis
- Top off all fluids as needed
- Inspect/test fuel system, replace fuel filter annually
- Inspect battery, applicable cables and connections
- Inspect exhaust system
- Test run engine to normal operating temperature and verify operation
- Check all ignition components

Generators

- Inspect all components
- Test run system and adjust voltage and Hz as needed

Automatic Transfer Switches

- Visually inspect switch
- Transfer load to emergency
- Check time delay and overall operation
- Return system to automatic and advise of any needed repairs

Vertical Through-the-Wall Packaged Unit
PREVENTATIVE MAINTENANCE SCHEDULE
(As applicable per equipment schedule)

Quarterly Items:

- Inspect control panel.
- Inspect and adjust belt alignment and tension.
- Inspect drain pan and inspect drain line, clean as required.
- Inspect filters and change as indicated in the equipment schedule.

Spring Items:

- Check unit for visual signs of refrigerant leaks.
- Check main starter (if applicable), tighten all starter terminals and check contacts for wear.
- Check oil level in the compressor (where applicable).
- Clean Condenser coils per scope of work.
- Check damper operation (where applicable).

Fall Items:

- Lubricate fan bearings (where applicable)
- Replace belt per scope schedule.

Electric heat option.

- Inspect electrical connections and contactors.

Split, DX Electric Heat
PREVENTATIVE MAINTENANCE SCHEDULE
(As applicable per equipment schedule)

Quarterly Items:

- Inspect control panel for visual signs of electrical wear and tear.
- Inspect and adjust belt alignment and tension.
- Inspect drain pan and inspect drain line, clean as required.
- Inspect filters and change as indicated in the scope of service.

Spring Items:

- Check unit for visual signs of refrigerant leaks.
- Check and calibrate safety controls and overloads.
- Check main starter (if applicable), tighten all starter terminals and check contacts for wear.
- Check and Record Voltage & Amperage Readings – Compressor(s), Fan(s)
- Check oil level in the compressor (where applicable).
- Record refrigerant pressures temperatures, super heat and sub cooling.
- Chemical Clean Condenser coils per scope of work.
- Check crankcase heater (where applicable).
- Check damper operation (where applicable).

Fall Items:

- Lubricate fan bearings (where applicable).
- Replace belt(s) per equipment schedule (where applicable)

Electric heat option:

- Inspect electrical connections and contactors.
- Check and Record Voltage & Amperage Readings

Gas Pool Heater
PREVENTATIVE MAINTENANCE TASK LIST
(As applicable per equipment schedule)

- Check fresh air inlet- insure that the inlet is free of any debris
- Check exhaust vent- insure that the exhaust vent is free of any debris
- Check radiant tubes and reflectors- look for any damage that may have occurred or excessive dirt buildup
- Check control system and devices for proper operation
- Check and verify burner operation
- Check and verify for gas leaks
- Check and verify gas safety switch
- Check and verify gas valve/operation

