

**February 16, 2016**

**To:** City of Bryant  
Bryant, AR 72022

**Attn:** Mayor Jill Dabbs

**Subject:** Planned Maintenance of the HVAC Mechanical Systems

Middleton Heat & Air appreciates the opportunity to submit our planned maintenance proposal for your facility. The comprehensive maintenance program is designed to ensure that the covered equipment is maintained at optimum operating condition, which will provide significantly reduced energy usage, and extend equipment life.

After conducting a survey of your HVAC equipment and careful consideration of your operating environment, it has been determined that the equipment should be maintained on a:

**Semi-annual Maintenance Program with Monthly Filter Changes**

The following enclosures are included, which along with this agreement constitute our planned maintenance agreement:

- List of Mechanical Equipment to be Covered
- Maintenance Inspection Checklist
- Conditions, Repair Rate Schedule and Terms
- General Conditions

This program is designed to ensure your equipment will be maintained on a scheduled basis, and is supported by our 24-hour emergency service when required.

The following are provided as part of our planned maintenance program:

- Condensing unit comprehensive cooling inspection and coil cleaning (Once a year)
- Furnace comprehensive heating inspection and cleaning (Once a year)
- Air Handler comprehensive heating inspection and cleaning (Once a year)
- Package unit comprehensive heating inspection and coil cleaning (Once a year)
- Package unit comprehensive cooling inspection and cleaning (Once a year)
- Boiler comprehensive heating inspection and cleaning (Once a year)
- Cooling tower comprehensive inspection and cleaning (Once a year)
- Make up air comprehensive inspection and cleaning (Twice a year)
- Water source heat pump inspection and cleaning (Twice a year)
- Return air filter changes (On a quarterly basis)

# Building Maintenance Proposal Example

**J Ma**



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