



492 City Island Avenue
City Island, NY 10464

Tel: (718) 885-3328
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Preferred Client Maintenance Plan

Customer: ****SAMPLE ONLY****

Phone: _____

Address: _____

Work: _____

Email: _____

Benefits of having a Preferred Client Maintenance Plan

- 24 Hour Emergency Service
- Reduce Likelihood of Emergency Calls
- NO Travel Charge Ever
- Priority Customer Status
- 1 Year Warranty on Service Repair
- 15% Discount on Repair Parts
- Protects Your Investment
- NO Overtime Charge Ever
- Extended Equipment Life
- Recommended by All Equipment Manufacturers & Energy Providers

SCHEDULE OF EQUIPMENT COVERED:

- | | |
|-------------------------------|----------|
| 1. _____ | 4. _____ |
| 2. <u>****SAMPLE ONLY****</u> | 5. _____ |
| 3. _____ | 6. _____ |

This maintenance plan includes __visit(s) per a/c season and __visit(s) per heating season

| A/C MAINTENANCE <input type="checkbox"/> Yes <input type="checkbox"/> No | HEATING MAINTENANCE <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|
| 1. Check Operating Pressure | 1. Clean & Adjust Burner |
| 2. Check & Adjust Belts | 2. Check & Adjust Belts |
| 3. Check Amperage Draw Of All Motors | 3. Checks Amperage Draw Of All Motors |
| 4. Lube All Serviceable Motors & Bearings | 4. Lube All Serviceable Motors & Bearings |
| 5. Check Air Temperature Splits | 5. Check All Safety Controls |
| 6. Check All Operating Controls | 6. Check All Operating Controls |
| 7. Check For Proper Drainage From Condensate Drain | 7. Clean & Inspect Draft Diverter |
| 8. Check and flush out condensate drain | 8. Adjust Fuel Pressure Regulator If Needed |
| 9. Check and inspect condensate traps | 9. Check Thermostat Calibration |
| 10. Clean Condensate Line | 10. Inspect All Electrical Connection |
| 11. Check and inspect condenser controls for corrosion | 11. Check Air Filter – Replace if Noted Below |
| 12. Check and inspect compressor operation | 12. Inspect Heater Flue Pipe and Draft for Wear and/or Leakage |
| 13. Check and inspect temp between supply and return registers | 13. Monitor for Combustion Leaks and Cracks |
| 14. Check Thermostat Calibration | 14. Inspect and Test Heater Rise Temperature to Ensure Proper Airflow |
| 15. Inspect All Electrical Connections | 15. Check Furnace Blower Motor and Belt |
| 16. Check Air Filter – Replace if Noted Below | 16. Inspect and Check All Zone Valves, Low Water Cutoffs, and Expansion Tanks |
| 17. Check Refrigerant Gas Pressures (add up to 2 lbs only) | |

OPTIONAL SERVICE INCLUDED: BELTS Yes No FILTERS Yes No REFRIGERANT Only 2 lbs

Optional Equipment to be covered :

1. Hot Water Heater: YES NO add an additional \$20.00
2. Humidifier Standard YES NO add an additional \$20.00
3. Special Filter Replacement and Humidifier Pads will be priced out accordingly
4. Steam Humidifier YES NO add an additional \$25.00
5. Cylinder Replacements for Steam Humidifiers YES NO Price will be provided
6. Electronic Air Cleaners YES NO add an additional \$20.00

** does not included pre filters or media filters for EAC

SEE REVERSE SIDE FOR POLICY ON REPLACEMENT PARTS

Our charge for preventative maintenance is \$ _____ plus tax \$ _____ = total \$ _____ for AC & Heating season.
With the purchase of a preferred client maintenance plan, you will be given priority response.

AmEx _____ Visa _____ Master Card _____ Check # _____ Cash _____

Credit Card # _____ Exp. Date _____ Name on Card _____

Security Code # _____

For every Maintenance Plan purchased a tree will be planted in your name with our efforts to support Global ReLeaf Program

| | | |
|---|-------|------------------|
| COTTAM HEATING & AIR CONDITIONING, INC. APPROVAL: | DATE: | PCMP Start Date: |
| CUSTOMER APPROVAL: | DATE: | PCMP Exp. Date: |

SUBJECT TO TERMS ON REVERSE SIDE

1. Customer Agrees to promptly notify of any unusual operating condition of the subject equipment.
2. Calls resulting from failure to operate the system in accordance shall be paid for in accordance with our normal rate schedule.
3. Customer agrees to permit only our personnel to work on the subject equipment, unless otherwise authorized in writing.
4. The agreement applies to the mechanical refrigeration and air-conditioning mechanism enumerated on the reverse side only, and not to fixture in which they are contained, not to hardware, ducts, plumbing, electrical wiring, castings, pans, nor deterioration of housing, casing, frames, or other items due to corrosion. This agreement does not include repairs made necessary as a result of fire, water, compressor or to any repairs or replacements of caused by the negligence or want of care of the Customer in maintaining the equipment CHAC, Inc. assumes no liability for delays or failures hereunder caused by any of the foregoing and for any cause beyond it's control for damage resulting from delays is performing the service hereunder or for any consequential damage whatsoever. If repairs or adjustments require any alterations or additions to structure or property, the Customer will obtain written consent of the owner thereof prior to the performances of such work.
5. CHAC, Inc. shall not be liable for any loss, damage, contingent liability or consequential damage due to non-operation of equipment or damage to property or personal injury caused by the equipment.
6. The full contract price shall be due and payable immediately upon the execution of the contract. The Customer agrees to make all payments prescribed herein promptly when due. At the option of CHAC, Inc., no service shall be rendered to any subscriber in default of payment.
7. To insure no lapse of service, this agreement shall renew automatically at the end of each period for the term unless written notice by either party to the other is given at least thirty (30) days before the expiration date.
8. CHAC, Inc. will furnish all emergency service at the current hourly rate. The customer agrees to pay for all service calls beyond routine maintenance at the current standard hourly charge to CHAC, Inc.'s customers.
9. Excluded from service and maintenance are the following: Water supply and drain beyond the subject equipment, proper electrical service beyond the subject equipment, disconnect switch, equipment repair due to unexpected freezing, air balancing and air bleeding of hydronic system, work made necessary by the enforcement of government codes, building and union regulations.
10. If the equipment requires the use of water, either recirculated or otherwise, the water thus used may be or become contaminated, or cause corrosion. As neither the extent nor nature of such contamination or corrosion can be predicted in advance, the Customer hereby releases CHAC, Inc. from any liability on account of such contamination or corrosion. The use of water treatment at cooling tower installation is strongly recommended for prolonging the life of the entire system.
11. This contract shall not be valid unless duly executed by an officer or authorized representative of CHAC, Inc.
12. The Customer cannot assign or transfer this contract without the prior written consent of CHAC, Inc. and no modifications, additions or changes may be made to this agreement except in writing and signed by the parties. This instrument contains the entire agreement between the parties hereto.

Our Preferred Client Maintenance Plan excludes service calls in between the regularly scheduled maintenance calls; these calls will include the elimination of our service call charge but will be billed at our current normal hourly rate.

The advantage to you, the Customer, is that you will not be charged or billed the "service call charge" or any over time hourly rate after normal working hours; in addition any parts replaced will be automatically billed with a 15% discount. Any trouble shooting above and beyond maintenance is billable at our present hourly labor rate. and you will not be billed any "over time" rate.

We at CHAC, Inc. believe that this type of contract is much more beneficial to our customers. If you have any questions regarding our Preferred Client Service Plan, please do not hesitate to call any of our customer service representatives.