



# Preventive Maintenance Plan

704-872-5486 [www.jp sph.com](http://www.jp sph.com)

Proposal For:		Equipment Location:	
Name:		Address:	
City:	Zip:	City:	Zip:
Home Phone:		Site Phone:	
Work Phone:		Authorized Person:	
email address:		Pre-approved repair amount: \$	

- Benefits of Planned Maintenance**
- |   |   |
|---|---|
| 1. Peace of mind  | 5. Lubricating, adjusting and cleaning keeps your heating and cooling system running at peak, trouble-free efficiency |
| 2. Automatic, regular inspection service                                  | 6. Lower fuel bills   |
| 3. Preferential emergency service scheduling                              | 7. 5% discount on additional repairs  |
| 4. Potential problems are spotted before trouble and major expense occur. |   |

**Maintenance Plan**

Plan: **A B C D EAC** (See Other Side)

Number of Service Inspections: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

We will inspect your equipment as marked above during normal working hours.  
 The cost will be \$ \_\_\_\_\_ payable yearly in advance.

**Equipment Covered**

Make:	Model:	Serial:	Inst. Date:

- |   |   |
|---|---|
| 1. Repair Charges necessary to correct defects discovered by this preventative maintenance inspection will be the sole responsibility of the purchaser. | 4. Repair workmanship is guaranteed for 30 days from the date of repair.  |
| 2. The term of this agreement shall be automatically renewable, unless cancelled by either party on 30 days written notice.                             | 5. The services outlined in this agreement will be performed during normal working hours.   |
| 3. Emergency service after hours will be charged at overtime rates.   | 6. Payment for maintenance inspection per this agreement will be PREPAID. Additional repair charges necessary to correct defects discovered by this inspection are C.O.D. |
- When calling for service please identify yourself as a Maintenance Customer**

Approval: J.P.'s Plumbing & Heating, Inc. Customer Approval:

By: \_\_\_\_\_ By: \_\_\_\_\_

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

Acceptance: \_\_\_\_\_



**PLAN A**  
(Gas Furnace)

1. Clean and adjust automatic controls.
2. Clean burners.
3. Check combustion for optimum fuel efficiency.
4. Lubricate as needed.
5. Test for combustion leaks.
6. Test safety shutoff response.
7. Check blower belt wear, tension and alignment.
8. Check flue for satisfactory operation.

**PLAN B**  
(Air Conditioner)

1. Clean condenser coil if necessary.
2. Check electrical connections for tightness.
3. Check system for optimum cooling.
4. Check for oil and refrigerant leaks.
5. Check safety devices.
6. Check blower belt wear, tension and alignment.
7. Check refrigerant controls and coil temperature for maximum efficiency.
8. Check refrigerant level.
9. Check condensate drain.
10. Lubricate as needed.

**PLAN C**  
(Heat Pump)

1. Lubricate as needed.
2. Check defrost cycle and reversing valve operation.
3. Check air volume for maximum efficiency.
4. Check safety devices and electrical connections for tightness.
5. Check blower belt wear, tension and alignment.
6. Check for oil and refrigerant leaks.
7. Test electrical controls for proper operation.
8. Check refrigerant level.
9. Check refrigerant controls and coil temperature for maximum efficiency.
10. Check condensate drain.

**PLAN D**  
(Gas Furnace with AC or Heat Pump)

1. Clean and check automatic controls.
2. Check all electrical connections for tightness.
3. Clean Burners.
4. Check furnace for optimum efficiency.
5. Test for combustion leaks.
6. Check flue for satisfactory operation.
7. Lubricate as needed
8. Test safety shutoff response.
9. Check blower condition and airflow settings.
10. Check refrigerant level.
11. Check for oil and refrigerant leaks.
12. Check refrigerant controls and coil temperature for maximum efficiency.
13. Check condensate drain.

**Conditions:**

*We agree to:*

1. Inspect the equipment on a scheduled basis as shown, and during each inspection perform the applicable services per above checklist.
2. Instruct you in the operation of the equipment.
3. Give our service contract holders preference over all other service activity normally undertaken by us.

*You agree to:*

1. Operate the equipment according to our instructions.
2. Promptly notify us of any unusual operating conditions of the equipment.
3. Permit our personnel the use of your common building maintenance tools, such as ladders, etc.

4. Permit only our service personnel and/or a service organization authorized by us to work on the equipment.

*General:*

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

We shall not be liable for losses or defect arising out of vandalism, fire, flood, wind, war, riots and acts of God. In such cases, the customer shall be charged for the parts and labor involved at the then current price for such repairs. No such parts or labor shall be furnished, however, without authorization from the customer.

**IF YOUR HEATING OR AIR CONDITIONING SYSTEM FAILS TO OPERATE:**

1. Be sure thermostat is set on "Heat" or "Cool" as needed, and set properly.
2. Check all switches, fuses, and circuit breakers to be sure there is electricity to the unit.
3. Check filters to be sure they are not clogged.
4. Be sure the gas is on.