



1 - 5 Ton Units	
1 System	\$220
2 Systems	\$320
3 Systems	\$420

Maintenance Agreement

977 Norfolk Sq. 2nd Flr - Norfolk, VA 23502
 O: 757-309-4300 | F: 757-226-0340

Name:				Phone:		
Address:				Email:		
City:	State:		Zip:			

Invoices are sent via email. If you would like your invoice mailed to the billing address, please check here:

Spring Check:

1. Blow out condensate drain & clean pan.
2. Condenser for coil blockage, wash out if needed
3. Compressor starting & running amps
4. Inspect accessible areas for signs of leaks & rust
5. Ensure starting devices switching properly
6. Ensure refrigeration charge is correct
7. Hi & Low pressure safety controls
8. Ensure all installed time delays function properly
9. Inspect compressor terminal wiring for signs of burning
10. Tighten electrical components
11. Check running amps & for over heating.
12. Inspect electrical disconnect for proper operation
13. Measure & record Volts, amps, pressures & temps.
14. Oil condenser fan motor. Ensure outdoor fan blade is free of vibration & not bent.

Special Provisions:

1. 15% discount on labor & 30% on parts (repairs only)
2. 24 Hour Emergency Service
3. Electronic air cleaners, or any other part not listed below & a part of the furnace, are excluded from this agreement.

Fall Check:

1. Indoor Filter
2. Oil indoor blower motor if needed
3. Indoor blower motor V-belt & tension
4. Indoor thermostat for proper operation
5. Check for visible signs of poor electrical connections
6. Check indoor blower wheel for dirt & balance
7. Cycle indoor fan relay & check for proper operation
8. Gas valve for proper operation
9. Check & cycle fan safety & upper limit switch
10. Flame safety limits & safety controls
11. Control transformers output voltage & FLA
12. Indoor blower motor bearings & shaft
13. Indoor blower motor run capacitor
14. Indoor blower motor amp draw
15. Main burners for proper ignition & burning flame
16. Cycle & Check out electronic ignition controls
17. Cycle & check combustion air/induced draft blower
18. Draft inducer for proper operation
19. Thermocouple for proper operation
20. Pilot flame for proper burning flame
21. Blower door switch safety & furnace covers

Equipment:

System 1	System 2	System 3
AHU: _____	AHU: _____	AHU: _____
Model: _____	Model: _____	Model: _____
Serial: _____	Serial: _____	Serial: _____
ODU: _____	ODU: _____	ODU: _____
Model: _____	Model: _____	Model: _____
Serial: _____	Serial: _____	Serial: _____

Any cost of repair maintenance required as a result of vandalism, misuse, acts of war, terrorism, rioting or acts of God/Nature is excluded. Any consequential damages as a result of maintenance or repair or the necessity thereof including, but not limited to, damage due to overflow of water, mildew, fire, or freezing pipes shall be excluded from this agreement and shall not be the responsibility of contractor unless due to contractor negligence or willful act of omission.

It is understood that this service plan is to begin on _____ and continue to _____ after which it is to be automatically renewed each year thereafter by payment of invoice rendered, unless canceled in writing 30 days prior to renewal. Top Line reserves the rights to not renew any contracts at will.

Customer _____ Date _____

Company Representative _____ Date _____