



# **SANDERS MECHANICAL SERVICES, INC.**

## **PREVENTATIVE MAINTENANCE PROPOSAL**

**PREPARED BY:**

**MR. KEN BAGLEY**

**PRESIDENT**

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PO Box 187 Good Hope, GA 30641.  
770-725-6003 – Office

- I. Sanders Mechanical Services, Inc. (**SMS**), proposes to furnish semi- annual maintenance service on the equipment listed below, at their related location(s) at the time given on II.

**EQUIPMENT**

**MODEL #**

**SERIAL #**

- II. **SMS** proposes to provide the semi-annual maintenance service on the equipment outlined above in accordance with the following schedule.

<b>EQUIPMENT INSPECTION SCHEDULE</b>	
April Major Summer	Inspection of all cooling equipment
October Major Winter	Inspection of all heating equipment

**All Major Summer Inspections will consist of the following procedures:**

- Installation of air filters, provided by us
- Visual inspection for leaks, vibration, noise
- Check general operation & condition
- Check refrigerant & oil pressure
- Check oil level/condition
- Seasonal check of cooling/heating safety components

- Check belt condition/tension
- Check refrigerant level/condition
- Check condensate drain condition
- Seasonal check of cooling/heating controls

**All Major Winter Inspections will consist of the following procedures:**

- Installation of air filters, provided by us
- Check motor condition & amperage
- Check all wiring & connections from switch
- Seasonal check of cooling/heating controls and safety components
- Check general operation & condition
- Seasonal check of coil/heat exchanger
- Check belt condition/tension

III. Upon completion of each inspection as outlined in Section II, we will furnish you with a report detailing any major repairs and/or improvements that are necessary in order to maintain satisfactory and dependable operation of the equipment.

IV. Upon proper authorization, we will improve and/or repair the equipment at the following labor rates:

**Summary of Labor Rates**

Monday-Friday 8:00 A.M. – 5:00 P.M.	\$ To be discussed
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Emergency Service Monday-Friday after 5:00 P.M. Saturdays & Sundays (all day)	\$ To be discussed
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National Holidays	\$ To be discussed
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V. Emergency Service is available for evenings and weekends at \$/hour and we agree to furnish parts contingent upon availability and cost. Emergency Service on National Holidays is available with a minimum of a two (2) hour labor rate charge. This charge includes emergency service on any day after 5:00 P.M.

VI. Under this Contract, **SMS** shall furnish semi-annual maintenance service on the listed locations starting upon acceptance of contract, and shall continue to renew annually by endorsement until notice of termination is given. This Contract is subject to price revision

and/or cancellation at any given time upon written receipt of a thirty (30) day notice by either party.

VII. **SMS** Planned Service will be furnished in accordance with the above for the net sum of \$ twice a year.

VIII. **SMS's** Terms:

2% discount/net 10 days

Net 30 days

1.5% month finance charge after 30 days

Respectfully Submitted,

Ken S. Bagley, President  
Sanders Mechanical Services, Inc.

IX. Approval & Acceptance

Approved by:

Signature \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Accepted by:

Rep: Sanders Mechanical Services, Inc.

Signature \_\_\_\_\_

Ken S. Bagley

Title President

Date \_\_\_\_\_