



AIR COMMERCIAL REAL ESTATE ASSOCIATION STANDARD FORM SERVICE AGREEMENT

[THE USE OF THIS FORM IS DEEMED TO BE IN COMPLIANCE WITH THE HVAC REQUIREMENTS OF LEASE PARAGRAPH 7.1(b)]

HEATING, VENTILATING, AND AIR CONDITIONING

_____ ("Contractor")
agrees to maintain and service certain heating, ventilating, and air conditioning equipment located at _____
for _____ ("Lessee").

This Agreement shall include the maintenance and service of the following equipment:

Description of Equipment	Make	Model	Serial No.

Said service and maintenance shall include the following:

- A. Fans and Blowers**
 - Lubricate all moving parts as required.
 - Adjust tension on all belt drives and align when necessary.
- B. Filters**
 - Clean or replace every _____ days with _____.
- C. Motors and Motor Controls**
 - Clean, oil, and/or grease.
 - Check for overload under full operation.
 - Check ~~contactors~~ *contacts* and clean as necessary.
 - Check time clock for proper setting.
 - Check and adjust operation of all electric or pneumatic controls.
- D. Gas Furnaces**
 - Check combustion.
 - Check and clean pilot.
 - Check fan limit control.
 - Check pilot safety device.
 - Check automatic gas valve.
- E. Boilers**
 - Check combustion.
 - Check and clean pilot.
 - Check fan limit control.
 - Check pilot safety device.
 - Check low water cut off.
 - Check automatic water feeder.
 - Check water strainer.
 - Check pressure regulator.
 - Check relief valve.
 - Drain and recharge expansion tank.
 - Blow down boiler and controls.
 - Check automatic gas valve.
 - Check boiler control settings.
 - Check steam valves and traps.
 - Adjust controls as required.
- F. Dampers (Automatic or Manual)**
 - Check and adjust for correct operation.
 - Check all linkage and adjust where necessary.
 - Check fire damper for fusible links.
- G. Compressors**
 - Lubricate all bearings as required.
 - Check oil level and pressure.
 - Check head pressure. (Adjust if required)
 - Check suction pressure. (Adjust if required)
 - Check head bolts and anchor bolts. (Adjust if required)
 - Check refrigerant charge.
 - Test for leaks.
- H. Evaporate Condenser, Cooling Tower and Air Washers**
 - Lubricate all motors and pumps and fan bearings.
 - Check pump packing. (Adjust or replace when required)
 - Check coil. (Scale or dirt)
 - Check spray nozzles. (Clean and adjust when required)
 - Check water strainer. (Clean when required)
 - Check pump strainer. (Clean when required)
 - Check float control. (Adjust when required)
 - Check drip pan and rain connections.
 - Check drive belts. (Align and adjust when required)
 - Check rotation of fan.
 - Check bleeder line. (Adjust when required)
 - Check water valve setting.
 - Adjust automatic controls.
 - Drain and flush sump pan.
- I. Air Cooled Condensers**
 - Lubricate all motors and fan bearings as required.
 - Check pump packing.
 - Check coils. (Scale and dirt)
 - Check air intake screen. (Clean when required)
 - Check drip pan and drain connections.
 - Check drive belts. (Align and adjust when required)
 - Check rotation of fan.
 - Adjust automatic controls.
- J. Controls-Electric and/or Pneumatic**
 - Check thermostat contacts.
 - Check starter contacts.
 - Check damper motors.
 - Air controls-drain water.
 - Clean air compressor intake.
 - Check air compressor oil.
 - Check air compressor motor.
 - Lubricate air compressor motor.
 - Spot check stats for calibration.
- K. Fin Coils (Water, Steam or Refrigerant)**
 - Check for leaks.
 - Check strainers.
 - Check coil face for dirt.
- L. Pad Type Evaporative Coolers**
 - Oil and adjust all motors, bearings and drives as required.
 - Adjust water distribution over pads.
 - Check pads for dirt, looseness, sagging or disintegration.
 - Flush sump and check for leaks.
 - Adjust float.
 - Oil and check pump and motor.

- 8. Check rotation.
- 9. Align and tighten belts.
- 10. Check amperage and voltage.

- M. 1. Check Water Treatment Control
- N. Boiler Water Treatment

1. Take water analysis and make recommendations.

Maintenance, and service inspection will occur no less than quarterly and Contractor agrees to provide quarterly maintenance inspection reports, in writing, to both Lessee at the building address shown below and also to Lessee's Lessor _____ located at _____

ADDITIONAL TERMS AND CONDITIONS

- 1. Lessee to receive 10% discount on repair parts.
- 2. Lessee to receive _____ % discount on labor.
- 3. Any alterations, additions, adjustments or repairs made by others, unless authorized or agreed upon by Contractor, will be cause to terminate this Agreement.
- 4. Repairs necessitated by fire, floods, acts of God, abuse or the improper use of equipment listed will be the sole responsibility of Lessee and are not covered by this Agreement.
- 5. This Agreement does not cover any work or changes which might at some future date be required by government regulations, or insurance company requirements.
- 6. While this Agreement covers all functional components of the air conditioning system, it does not cover ductwork, structural supports or other sheet metal components which may deteriorate due to corrosion or rust.
- 7. NEITHER PARTY to this Agreement shall hold the other responsible for any indirect or consequential damage of a commercial nature such as, but not limited to, loss of revenue or loss of use of any equipment or facilities.
- 8. Contractor's maximum liability based upon any claim or cause of action shall not exceed the yearly contract price of this Agreement.
- 9. Payment for this Agreement will be net upon receipt of invoice. Contractor reserves the right to discontinue service any time payments have not been made as agreed *so long as Contractor first gives at least 15 days prior written notice to Lessor.*
- 10. This Agreement may be terminated by either party upon 30 days written notice *to the other and to Lessor.* A refund for the remaining contract period will be made on a prorata basis, with deduction for work already completed.
- 11. Lessee shall receive Priority Service.

BILLING ADDRESS

The address for the billing of Lessee shall be: _____

CONTRACT PRICE

The price for this service contract shall be \$ _____ per year, payable _____

TERM

The initial term of this contract shall be from _____ to _____

CANCELLATION

In the event that this agreement is canceled or terminated, Contractor agrees to provide written notice of said cancellation or termination to Lessor at the address listed above.

Dated: _____ CONTRACTOR

Dated: _____

NOTE: These forms are often modified to meet changing requirements of law and needs of the industry. Always write or call to make sure you are utilizing the most current form: AIR COMMERCIAL REAL ESTATE ASSOCIATION, 700 S. Flower Street, Suite 600, Los Angeles, Calif. 90017

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