

ARCTIC ENGINEERING COMPANY, INC.

79 MAIN STREET

EVERETT, MA 02149

(617) 389-2461 FAX (617) 381-0712

EMAIL: ARCTIC@ARCTICENG.COM

WEBSITE: WWW.ARCTIC-ENG.COM

Dear Valued Customer,

****PREVENTIVE MAINTENANCE IS ONE OF THE BEST INVESTMENTS A HOMEOWNER CAN MAKE****

Thank you for choosing Arctic Engineering Co., Inc. for your HVAC needs. We are confident that you will be very satisfied with the services that we offer.

Your home's heating and cooling system should give you many years of service with proper maintenance. Preventive maintenance will lower your energy costs, prevent costly repairs and prolong the life of your system. Regular maintenance will ensure that your system is ready to heat and cool your home when needed.

We have taken the time to quote your customized Preventive Maintenance contract. These contracts are for air conditioning and heating equipment. Arctic Engineering can also provide you with emergency service (24hrs/7dys a week).

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your goals. If you would like to come on board, please call our office to discuss your preventive maintenance contract for your equipment. Routine maintenance saves on the life of your equipment.

Again, thank you for choosing Arctic Engineering for your HVAC needs.

Sincerely,

Tricia Bergeron

PM Coordinator

Arctic Engineering Co., Inc.

PREVENTATIVE MAINTENANCE CONTRACT -2

ARCTIC ENGINEERING CO., INC.
79 MAIN STREET
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TEL: 1-617-389-2461
FAX:1-617-381-0712
EMAIL: arctic@arcticeng.com
WEBSITE: www.arctic@arctic-eng.com

CHEMICAL CLEANING

CUSTOMER INFORMATION	
DATE	September 7, 2007
NAME	URBAN MANAGEMENT
CONTACT	BILL KASPER
ADDRESS	76 DARTOMUTH STREET
CITY/ST/ZIP	BOSTON MA 02116
TEL	1-617-437-6755
FAX	1-617-437-9933
OTHER TEL	
EMAIL	
JOB SITE - IF DIFFERENT FROM ABOVE	
	1166 WASHINGTON ST. BOSTON
	35 FAY STREET, BOSTON
	40 FAY STREET, BOSTON

HVAC/R EQUIPMENT COVERED
QUANTITY

	SEE DATA RETRIEVAL
	Packaged heating and cooling rooftop units
	Condensing units
	Air handling units
	Cased/uncased cooling coils
	Ductless Split systems
	Chillers
	Chilled and/or Hot water fan coil units
	Heat pumps
1	Water source heat pumps
	Cooling towers
	Water cooler equipment
	Pumps or pump stations
	Boilers & associated equipment
	Furnaces
	Make up air units
	Suspended unit heaters
	Inline duct heaters
	Hot water heaters
	Hot water storage tanks
	Humidification systems
	Heat recovery ventilation systems
	Exhaust fans
	Smoke evacuation systems
	Management systems
	Electronic Air Cleaners
	Walk in coolers
	Walk in freezers
	Reach ins
	Ice machines

STANDARD PREVENTIVE MAINTENANCE
CHECKLIST

<input checked="" type="checkbox"/>	Replace filters
	Check filters
<input checked="" type="checkbox"/>	Clean evaporator coils with chemical and/or nitrogen
	Clean condenser coils with chemical and/or nitrogen
	Check belts
<input checked="" type="checkbox"/>	Check condensate drain pans and blow out drain lines
<input checked="" type="checkbox"/>	Oil and grease moving parts
	Clean Furnace and/or Boiler
<input checked="" type="checkbox"/>	Check operating pressures
<input checked="" type="checkbox"/>	Check thermostats
	Check controls and safeties
	Check dampers
	Check amperages
	Check voltages
<input checked="" type="checkbox"/>	Tighten all electrical connections
	Inspect cooling towers
	Inspect heat exchangers
	Check water temperatures
	Check chilled water barrels
	Check plate and frame heat exchangers
	Check cold plate
	Check ice machine sump
	Check economizer operation
	Boiler block inspection
	Burner log and spud inspection
	Test pressure regulators
	Safety relief valve tested
	Check circulating pumps
	Clean air in-take metal filters
	Test expansion tanks

"OFFICE USE ONLY"

Recommended visit(s) per year	<input type="text" value="1"/>	Customer requested visit(s) per year	<input type="text"/>
Price per visit	<input type="text" value="\$235.00"/>		
Price per year	<input type="text" value="\$235.00"/>		
<input type="checkbox"/> WINTER <input checked="" type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> FALL		MONTH/YR	<input type="text"/>
			Scheduled Dates

Date: _____ Customer signature: _____

NOTES:

(If there is no data retrieval attached to this contract we will check off equipment covered until a complete data retrieval is provided)
 Belts will be billed and replaced as needed, on a time and materials basis.