

# RENEWAL

THIS AGREEMENT made in triplicate this day of:

SMP #

Between:



Div. of: Interior Technical Services Ltd.

3573 Lansbury Way, West Kelowna, B.C.  
V4T 1C5  
250-870-9148

[info@interiorenergyandair.ca](mailto:info@interiorenergyandair.ca)

(Hereafter referred to as the "Contractor")

and:

Building reference:

(Hereafter referred to as the "Customer")

Dear

- It is that time of year when your Scheduled Maintenance Contract (the "Contract") expires. This is an advance notice of renewal so that we may carry on without any interruptions in service to your equipment.
- We have appreciated your patronage throughout the term of the Contract and would enjoy another term with your firm.
- We have developed a 6-YEAR term renewal for the Contract, whereby the following prices will be fixed over the next six (6) years. This will give us a better opportunity to project, for you the customer, major mechanical repair/replacement programs.
- **Your 1st and 2nd year price will be /year.**   
**Your 3rd and 4th year price will be/year.**   
**Your 5th and 6th year price will be/year.**
- The term will run from  to
- Payment will be in advance on a  basis on the first day of the yearly commencement date.
- The Contractor will supply and provide the necessary materials for lubrication and clean up and may charge an additional amount for these items (MPC) as well as a Truck Service Charge (TSC).
- The GST is NOT included in the above price, it will show as a separate item on your invoice.
- The terms and conditions of the Contract are still in effect with this renewal.
- If there are any questions please do not hesitate to call our office.
- If you wish to only sign a partial term, please initial beside appropriate date and cross out the rest. Thank you.
- Upon receipt of the yearly stated payment the Contract will be deemed to have been renewed.

Thank you in advance for your cooperation and past years of patronage.

Accepted for the customer

Print Name:

Yours truly

Title:



Div. of: Interior Technical Services Ltd.

Signature:

IF THE ABOVE PRICES ARE TO YOUR APPROVAL, PLEASE SIGN THE DOCUMENT AND SEND BACK THE ORIGINAL FIRST PAGE.

**SCHEDULE "A"**

1. **CONDENSER-AIR COOLED**  
Check clean condenser coil condition.  
  
**CONDENSER-WATER COOLED**  
Check adjust all water and regulating valves for operating, scaling and corrosion. Check for condition of tube and shell, scaling and corrosion.
2. **COOLING TOWERS AND EVAPORATIVE CONDENSERS**  
Check float operation, condition of sump, fan and motor bearings; bleed off, nozzles, eliminators, and water strainers for leaks, non-solubles in the system, general condition. Check water treatment and add if on site. Lubricate as required.
3. **COILS (HEATING AND COOLING)**  
Check condition of coil - condensate pan and drain. Check clear coil, pan and drain as required.
4. **AIR SYSTEM**  
Clean or replace filters. (As required) Block gaps around filters. Check supply and return registers for restricted airflow. Open as per proper air balance.
5. **COMPRESSORS**  
Check operation, condition, noise, vibration, oil pump operation and oil level, head, suction and oil pressures, and non-condensables in system. Make pump down capacity test. Change and add oil as required.
6. **REFRIGERANT CIRCUIT**  
Check for oil and refrigerant leaks and visual test. Check oil supply and refrigerant charge as per service instructions for equipment; operation of refrigerant controls; insulation, vibration and noise. Add refrigerant to top off charge once leak is found and repaired as well as refrigerant oil level checked.
7. **CONTROLS-COOLING**  
Check operation of: thermostats, relays, pressure switches, starters, contactors, dampers, linkages, damper motors, actuators, all safety controls and limits for proper operation, automatic valves and associated strainer(s), all wiring from disconnect switch to units, including fuses, heaters and relays. Fresh air dampers for maximum 10% fresh air during heating and cooling seasons. Make seasonal adjustments as required.
8. **FANS AND FAN DRIVES (INCLUDING ALL EXHAUST FANS)**  
Check and adjust the following: fan, motor bearings, motor housing, belt(s) condition and tension, alignment, drives and pulleys. Lubricate as required.
9. **GAS BURNERS - Heating and Pool**  
Check and clean as required the following: pilot orifice, main flame, burner, gas valve, and general operation.
10. **FURNACES**  
Check heat exchanger, stack, draft regulator, manifold pressure, pilot operation, fan and motor bearing, belts, pulleys, filter. Lubricate and make adjustments as required.
11. **BOILERS - Heating and Pool**  
Check tubes for corrosion drain and pressurize cushion tank, gauges. Check water treatment-chemical feed pump, solution tank, time clock, by-pass feeder, and chemical stock. Add chemical if on site and in stock.
12. **CONTROLS-HEATING**  
Check operation of thermostat, all operation safety controls, high/low limits, low water controls, pressure regulating, safety relief and motorized valves, strainers. Fresh air dampers for maximum 10% fresh air during heating and cooling season to be adjusted. Make seasonal adjustment as required.
13. **PUMPS - Heating and Pool**  
Check couplings, packing and adjust accordingly. Lubricate as required.

SCHEDULE "B"

EQUIPMENT INCLUDED IN THIS AGREEMENT:

MONTHLY INSPECTIONS INDICATED BY A "Y" = YES

ITEM	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13
JAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE:

We will come in during the months indicated above with a "Y", and do the appropriate check up and adjustments as required by the manufacture. We will change belts and Filters as per this CONTRACT on an as needed basis. Belts and filters and any additional parts will be invoiced out accordingly. Also any service calls will be invoiced Appropriately. If you have any questions please do not hesitate to call, or email our office anytime, OFFICE 250-870-9148 or info@interiorenergyandair.ca

SPECIAL INSTRUCTIONS: