



**HVAC Preventative Maintenance Policy**

**2 MAINTENANCE INSPECTIONS AND 2 FILTER CHANGES PER YEAR WITH A 15% DISCOUNT ON ANY REPAIR CALLS**

*Policy customers receive 24-hour Emergency Service during the Heating Season and prompt, priority service Monday thru Saturday during Air Conditioning Season.*

**FOR SERVICE**

At Your Service Heating and Cooling LLC / 6501 North Point Road, Unit A / Baltimore, MD 21219 / Tel: (410) 935-3037 /  
info@aysheatandcool.com

## **SPRING CHANGEOVER TO COOLING**

1. Check and adjust Freon charge, as needed.
2. Check condenser and evaporator coil.
3. Check air temperature drop across evaporator.
4. Check for adequate refrigerant charge and possible leaks.
5. Check evaporator superheat.
6. Lubricate all moving parts.
7. Check belt and adjust tension.
8. Clean filters or change.
9. Check pressure switch cut-out settings.
10. Check electrical lock out circuits.
11. Check starting contractor contacts.
12. Check all wiring and connections.
13. Check and adjust thermostat.
14. Check the crankcase heater is operating
15. Check the condensate drain is open.

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## **FALL CHANGEOVER TO HEATING**

1. Clean and adjust thermostat.
2. Clean and adjust all safety controls.
3. Clean burners and controls.
4. Clean and adjust pilot and assembly.
5. Adjust burner for efficiency.
6. Check and clean heat exchanger, if needed.
7. Check for gas leak in furnace.
8. Lubricate all moving parts.
9. Check belt and adjust tension.
10. Clean air filter or change.
11. Check flue pipe.
12. Shut down Central Air Conditioner.
13. Turn exposed dampers to heating position, if marked.
14. Check the performance and operating efficiency of heating system.
15. Lubricate inducer blower.
16. Change oil filter and nozzle. (Oil furnace only)

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### **General Provisions**

1. The obligation of At Your Service Heating and Cooling to furnish repair and replacement parts is subject to the availability of such parts from its normal source of supply.
2. Respond to all service calls deemed necessary by our service department.
3. This agreement does not cover balancing of heating or cooling to various rooms nor does it include improvements to your present system.
4. At Your Service Heating and Cooling will endeavor to render prompt and efficient service hereunder, but it is expressly agreed that At Your Service Heating and Cooling shall in no event be liable for damages or loss caused by delay or any loss arising out of the performance of this agreement.
5. At Your Service Heating and Cooling reserves the right to reject any agreement if on inspection by servicemen, equipment is found in such condition that service will be unsatisfactory to both parties.
6. It is mutually agreed that this agreement covers only electrically operated units inside of the equipment and does not cover electrical or plumbing work or balancing beyond the units or any work required because of negligence, misuse of equipment or because of fire, flood, acts of God, shortage of electrical or water supply, sabotage, or damage caused by freezing.
7. No service will be rendered under this agreement if customer has a part due account.
8. At Your Service Heating and Cooling reserves the right to cancel any contract without notice and to refund unused portion.
9. This agreement does not include the cost of labor, material, or repairs on Electronic Air Cleaners.
10. This agreement does not cover damage caused by clogged drain line.

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**Pricing and Acceptance**

**Customer** \_\_\_\_\_  
**Billing Address** \_\_\_\_\_  
\_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Equipment to be Serviced**

Quantity    Manufacturer    Model / Type of Equipment    Serial Number    Location

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Agreement Price is \$ \_\_\_\_\_**

**This Agreement is effective from \_\_\_\_\_ through \_\_\_\_\_**

**Customer Acceptance:**

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**FOR SERVICE**