

HVAC PREVENTATIVE MAINTENANCE

Store Number (s):

Store Address:

A total of four (4) site visits will be performed each year, one per quarter. All work is to be performed by a qualified, licensed technician. Any refrigerant added to the system shall be reported to Trader Joe's and recorded on the Verisae Website by the installing contractor. This annual agreement will be billed on a quarterly basis. All invoices will be paid within 30 days after work is completed.

Two (2) Preventive Maintenance Inspections

- Inspect heating and cooling equipment (including thermostats, exhaust fans and vestibule heaters) for proper operation for the oncoming cooling or heating season. Repair any deficiencies found on a time and material basis. The labor rate is agreed to be \$\_\_\_\_\_ per hour. The cost for refrigerant is agreed to be \$\_\_\_\_\_ per lb.
- Replace filters
- Replace Belts each Spring
- Inspect belts and replace if necessary in Fall
- Check refrigerant pressures
- Tighten all electrical connections
- Check for proper voltage and amp draw
- Oil, grease, and/or lubricate pumps, motors, and fan bearings, if required
- Check belts for proper condition and tension
- Check and clean condensate drainage system within the unit
- Insure electrical controls are working properly
- Clean either indoor or outdoor coils as needed
- Check heating operation including ignition sequence, safety controls, and pilot performance if applicable.
- Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated
- Change filters in Upright Frozen Food cases inside store

Two (2) Intermediate Filter Changes

- Filter changes
- Inspect belts and replace if necessary
- Visual/Audio check of the equipment for proper operation

Annual cleaning of Refrigeration Coils

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Presented BY

Service Company Name:

Contact Name:

Phone:

Emergency Phone:

Rates:

Accepted BY

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*SIGNATURE*

Chad Lovett  
Trader Joe's  
Director of Facilities and Maintenance  
Date: