



# MAINTENANCE CONTRACT PROPOSAL



To: Homeowner  
Address:

Project: Woodland Creek  
Address: Sooke B.C.

Contact:  
Phone: Fax:

Additional Info.:  
Date: May 30, 2013

The undersigned proposes to furnish all material and perform all labor necessary to complete all the work described below:

New homeowner's warranty period covers labour and equipment for 2 years from date of commissioning listed on the startup sheet. This includes all plumbing, ventilation, heating and gas equipment, if applicable.

Complete inspection is recommended once a year. The scope of work includes:

- Visual inspection of all drives, motors and controls
- Visual inspection of condensate drain and pan
- Check all electrical/wiring connections
- Visual inspection of system air filtration device
- Check and record voltage and amperage draws
- Check and record geothermal loop pressure
- Check Geothermal loop pump(s) operation
- Check and record geothermal loop operating temperature and perform heat extraction calculation and verify with system engineering data
- Check thermostat and associated controls
- Check and confirm operation of auxiliary heater (if applicable)
- Lubrication if required
- Geothermal service technical labour required

Homeowners are required to maintain their furnace filter with a replacement, which is recommended every 3 months or sooner depending on filter condition.

Geothermal Inspection (complete):	\$189.95 plus GST
Filter cost, if required:	\$16.00 plus GST
Fireplace service, at the time of Geo inspection	\$99.95 plus GST
Filter only replacement call (separate call out) \$50.00 + filter \$16.00:	Total \$66.00 plus GST

All residential clients entering into a maintenance contract will receive an additional 15% savings on all service related materials required during future repairs of heating, cooling, plumbing and ventilation equipment at the above address. We also offer full plumbing services; roofer and drain camera services will incur additional fees.

All maintenance contracts and labour rates are reviewed January 1<sup>st</sup> of each year and you will be notified of any and all changes.

2013 labour rates: HVAC: \$89.00/hr  
Plumbing Service: \$89.00/hr  
Overtime rate: 1.5 X posted regular rate  
Add GST to all labour rates



# MAINTENANCE CONTRACT PROPOSAL



Note: All required repairs discovered during maintenance will be brought to your attention complete with projected costs. All filters, belts, and pulley's requiring replacement will be billed in addition to the scheduled maintenance listed above

For any warranty related issues regarding the geothermal system please contact GeoTility Geothermal Systems at 1-250-762-5776

For any service related issues call West Bay Mechanical Ltd at: 250-478-8532

-West Bay Mechanical is a full service orientated company-  
-We are able to maintain all of your refrigeration, a/c, gas and plumbing requirements-

All the above work to be completed in a good and workmanlike manner for the sum of:

ONE HUNDRED AND EIGHTY NINE \_\_\_\_\_ (\$189.95) Dollars (plus GST)

Terms of payment: 100% upon completion per inspection.

Any changes in the work and the price to be charged for same shall be made in writing This proposal is made on the basis of current material and labor costs A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before the agreement becomes binding. Once bound these rates and terms are in firm standing for the remainder of 2011 and will be reviewed in 2012

**Not Included:**

BELTS \_\_\_\_\_  REPAIRS \_\_\_\_\_  \_\_\_\_\_  
 FILTERS \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Respectfully Submitted: \_\_\_\_\_

## ACCEPTANCE:

You are hereby authorized to furnish all materials and labor to complete the work described in the above proposal, for which the undersigned agrees to pay the amount of said proposal and according to the terms thereof.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_