

Dear Customer:

At Indoor Comfort Specialists, our company has developed and customized a preventive maintenance program that addresses the problems we see most often in air conditioning and heating systems. Our professional service technicians are trained to operate and repair these systems correctly. This will eliminate problems and save you money. This program provides a preventive maintenance service and is designed to reduce the possibility of an air conditioning or heating breakdown and increase the lifetime of your equipment.

With this program, you will receive two inspections each year. The annual cost for the program is \$ 99.⁰⁰ for the first system and \$ 89.⁰⁰ for each additional system. If your air conditioning system is in its first year of warranty and was installed by Indoor Comfort Specialists you already receive a 1-Year Parts and Labor Warranty. Also, if you reinstate the Preventive Maintenance Program after the first year, you will receive an additional 10% discount on any parts needed. For more information, you may call our offices at 713-666-1101 or simply detach your order form and mail in your check to put your policy into effect immediately. **Note – due to special pricing, our Preventive Maintenance Agreement cannot be refunded.**

If you should have any questions or concerns, please do not hesitate to call me.

Thank you,

Frank Whitehurst
Service Department

Preventive Maintenance Program

A. SPRING SCHEDULE (THIS IS USUALLY DONE IN MARCH APRIL, OR MAY)

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|---------------------------------------------|---------------------------------------------|
| 1. Check condenser coil and evaporator coil | 8. Inspect controls and safeties |
| 2. Inspect blower wheel | 9. Check capacitors and condensation drain |
| 3. Check refrigerant change | 10. Inspect relays and contactors |
| 4. Check all air filters | 11. Inspect unit disconnect |
| 5. Inspect and adjust belts and pulleys | 12. Check unit wiring |
| 6. Lubricate motor and bearings | 13. Temperature and pressures will be taken |
| 7. Check thermostat calibration | 14. Inspect ducts for air leaks |

B. FALL SCHEDULE (THIS IS USUALLY DONE IN OCTOBER OR NOVEMBER)

Light up and safety inspection (gas / heat)

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|--------------------------------------|----------------------------------------|
| 1. Inspect heat exchanger for cracks | 8. Inspect controls and safeties |
| 2. Inspect burners | 9. Inspect flue pipe |
| 3. Check all air filters | 10. Check combustion air openings |
| 4. Check thermocouple | 11. Check operation of safety controls |
| 5. Check fan switch | 12. Secure all panels |
| 6. Check pilot safety | 13. Check temperature and performance |
| 7. Check for gas leaks | 14. Check gas line |

MAINTENANCE PROGRAM ORDER FORM

CUSTOMER NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

HOME PH: _____ WORK PH: _____ CELL #: _____

E-MAIL ADDRESS: _____

DATE: _____ # OF SYSTEMS: _____ CONTRACT AMOUNT \$: _____

MAIL TO: 5303 GLENMONT SUITE F, HOUSTON, TEXAS 77081 ATTN: SERVICE DEPT.