



Great Mills Heating & A/C, Inc.

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MD-HVAC-50494

Residential Oil Maintenance Contract

Name _____ Phone _____

Address _____

Oil Heating Maintenance (Fall/Winter Check):

Cooling Check (Spring/Summer Check):

1. Check overall condition of furnace or boiler.
2. Clean heat exchanger.
3. Remove & clean flue pipe and base of chimney.
4. Reinstall flue pipe & seal joint at thimble.
5. Seal and clean-out doors.
6. Service oil burner.
7. Replace nozzle.
8. Inspect end cone.
9. Clean & inspect electrodes for cracks or wear.
10. Replace oil filter & gasket and oil gasket with lubricating oil. (N/A if Non-Existent)
11. Clean & inspect CAD cell.
12. Check all wiring & tighten all connections.
13. Oil motor.
14. Clean oil burner fan.
15. Start-up burner & check operation.
16. Check safety controls, limits, etc.
17. Perform combustion efficiency test.
18. Check draft overfire and in breech.
19. Perform smoke test & make adjustments for a clean fire.
20. Recheck draft overfire if air band adjustment was made.
21. Check CO2 overfire and in breech.
22. Clean up furnace or boiler and surrounding area.
23. Take stack & net stack temperatures.
24. Check blower motor and control board operation.
25. Check evaporator coil for grime/debris buildup, signs of leaks, and primary drain pan condition.
26. Check condensate drain pan and switch (if existent).
27. Check temperature split, return temperature, and supply temperature readings.
28. For boiler systems: check all pumps, valves, and controls for proper function.
29. Check fuel level in tank and advise if fuel level is low.

1. Inspect over-all physical condition of outdoor unit.
2. Inspect disconnect fuses and wiring connections.
3. Inspect surge protector (if existent).
4. Check condition of contactor and control board on outdoor unit.
5. Inspect outdoor unit fan motor operation and capacitor condition.
6. Check operation of the compressor and capacitor condition.
7. Check start-up components.
8. Clean outdoor condenser coil and inspect for signs of leaks.
9. Check indoor unit blower motor and control board operation.
10. Check evaporator coil for grime/debris buildup, signs of leaks, and primary drain pan condition.
11. Check condensate drain pan and switch (if existent).
12. Check indoor temperature split, return temperature, and supply temperature readings.

System Information (If Known):

- Air Filter Size: _____
- Oil Nozzle Size: _____
- Oil Filter (If Applicable): _____

We propose to furnish material and labor complete in accordance with above specifications. Payment to be made semi-annually for each check at \$240.00 per oil heating system (Fall/Winter Check) and \$99.00 for one cooling system and \$64.00 for additional units (Spring/Summer Check). This price does not include services performed in addition to maintenance, however contract customers will receive first priority in emergency situations and a 10% - 40% discount on materials for other services performed. Air filters are not included in this price, but will be discounted for contract customers. All chemicals and cleaners are included. This contract is good until either party gives written notice to cancel. To qualify for this rate, customers must participate in both the spring & fall schedule to insure system has regular maintenance on both the heating and cooling units.

Acceptance of proposal _____ Date _____