

# Commercial HVAC Maintenance Agreement Template

## Agreement Overview:

Agreement Title \_\_\_\_\_

Customer Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Agreement Start Date \_\_\_\_\_

Agreement End Date \_\_\_\_\_

HVAC System Details \_\_\_\_\_

Service Frequency \_\_\_\_\_

Agreement Fee \_\_\_\_\_

Payment Terms \_\_\_\_\_

Payment Schedule \_\_\_\_\_

I hereby agree to the terms and conditions of this HVAC Maintenance Agreement.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

## Service Schedule:

Service Date	Service Description	Technician	Notes
	Inspection and Cleaning		
	Filter Replacement		
	Thermostat Calibration		
	Lubrication of Moving Parts		
	Electrical Component Check		
	Refrigerant Level Check		
	System Efficiency Assessment		

### Service Schedule:

Component	Warranty Period	Warranty Start Date	Warranty End Date	Notes
Compressor				
Evaporator Coil				
Condenser Coil				
Thermostat				
Fan Motor				
Electrical Controls				

### Maintenance Checklist:

Task	Frequency	Last Completed	Technician	Next Due Date
Inspect and Clean Air Filters	Monthly			
Check and Adjust Thermostat	Monthly			
Inspect and Clean Coils	Quarterly			
Inspect Electrical Components	Quarterly			
Lubricate Moving Parts	Bi-Annually			
Check Refrigerant Levels	Bi-Annually			
Inspect Ductwork for Leaks	Annually			
Perform System Efficiency	Annually			

### Service Log:

Date	Technician	Service Performed	Parts Used	Notes