

February 16, 2016

To: City of Bryant
Bryant, AR 72022

Attn: Mayor Jill Dabbs

Subject: Planned Maintenance of the HVAC Mechanical Systems

Middleton Heat & Air appreciates the opportunity to submit our planned maintenance proposal for your facility. The comprehensive maintenance program is designed to ensure that the covered equipment is maintained at optimum operating condition, which will provide significantly reduced energy usage, and extend equipment life.

After conducting a survey of your HVAC equipment and careful consideration of your operating environment, it has been determined that the equipment should be maintained on a:

Semi-annual Maintenance Program with Monthly Filter Changes

The following enclosures are included, which along with this agreement constitute our planned maintenance agreement:

- List of Mechanical Equipment to be Covered
- Maintenance Inspection Checklist
- Conditions, Repair Rate Schedule and Terms
- General Conditions

This program is designed to ensure your equipment will be maintained on a scheduled basis, and is supported by our 24-hour emergency service when required.

The following are provided as part of our planned maintenance program:

- Condensing unit comprehensive cooling inspection and coil cleaning (Once a year)
- Furnace comprehensive heating inspection and cleaning (Once a year)
- Air Handler comprehensive heating inspection and cleaning (Once a year)
- Package unit comprehensive heating inspection and coil cleaning (Once a year)
- Package unit comprehensive cooling inspection and cleaning (Once a year)
- Boiler comprehensive heating inspection and cleaning (Once a year)
- Cooling tower comprehensive inspection and cleaning (Once a year)
- Make up air comprehensive inspection and cleaning (Twice a year)
- Water source heat pump inspection and cleaning (Twice a year)
- Return air filter changes (On a quarterly basis)

Building Maintenance Proposal Example

Richard Bailey



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Table of Contents Building Maintenance Proposal Example

1. Understanding the eBook Building Maintenance Proposal Example
 - The Rise of Digital Reading Building Maintenance Proposal Example
 - Advantages of eBooks Over Traditional Books
2. Identifying Building Maintenance Proposal Example
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Building Maintenance Proposal Example
 - User-Friendly Interface
4. Exploring eBook Recommendations from Building Maintenance Proposal Example
 - Personalized Recommendations
 - Building Maintenance Proposal Example User Reviews and Ratings
 - Building Maintenance Proposal Example and Bestseller Lists
5. Accessing Building Maintenance Proposal Example Free and Paid eBooks
 - Building Maintenance Proposal Example Public Domain eBooks
 - Building Maintenance Proposal Example eBook Subscription Services
 - Building Maintenance Proposal Example Budget-Friendly Options
6. Navigating Building Maintenance Proposal Example eBook Formats

- ePub, PDF, MOBI, and More
- Building Maintenance Proposal Example Compatibility with Devices
- Building Maintenance Proposal Example Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Building Maintenance Proposal Example
 - Highlighting and Note-Taking Building Maintenance Proposal Example
 - Interactive Elements Building Maintenance Proposal Example
- 8. Staying Engaged with Building Maintenance Proposal Example
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Building Maintenance Proposal Example
- 9. Balancing eBooks and Physical Books Building Maintenance Proposal Example
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Building Maintenance Proposal Example
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Building Maintenance Proposal Example
 - Setting Reading Goals Building Maintenance Proposal Example
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Building Maintenance Proposal Example
 - Fact-Checking eBook Content of Building Maintenance Proposal Example
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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