



**INDOOR
COMFORT**
Specialists

PROFESSIONAL A/C HEATING
GeothermalXperts, Inc.
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www.indoorcomfortspecialist.com

At Indoor Comfort Specialists, Inc., 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 \$ 129.00 for the first system and \$ 99.00 for each additional system. If your air conditioning system is in its first year of warranty and was installed by Indoor Comfort Specialists, Inc. 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, as well as your normal spring and fall check-ups. 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 Manager

Preventive Maintenance Program

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

- | | |
|---------------------------------------------|-------------------------------------------------|
| 1. Check condenser coil and evaporator coil | 12. Check unit wiring |
| 2. Inspect blower wheel | 13. Temperature and pressures will be taken |
| 3. Check refrigerant change | 14. Inspect return air ducts for air leaks |
| 4. Check all air filters | 15. Inspect supply ducts for air leaks |
| 5. Inspect and adjust belts and pulleys | 16. Check main & emergency drain pans |
| 6. Lubricate motor and bearings | 17. Supply air grill temperature |
| 7. Check thermostat calibration | 18. Return air grill temperature |
| 8. Inspect controls and safeties | 19. Suction pressure |
| 9. Check capacitors and condensation drain | 20. Head pressure |
| 10. Inspect relays and contactors | 21. Record model and serial number(s) |
| 11. Inspect unit disconnect | 22. Check levelness on evaporator and condenser |

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

Light up and safety inspection (gas heat)

- | | |
|----------------------------------------|--------------------------------------------|
| 1. Inspect heat exchanger for cracks | 12. Secure all panels |
| 2. Inspect burners | 13. Check temperature and performance |
| 3. Check all air filters | 14. Check gas line |
| 4. Check thermocouple | 15. Check thermostat calibration |
| 5. Check fan switch | 16. Supply air grill temperature |
| 6. Check pilot safety | 17. Return air grill temperature |
| 7. Check for gas leaks | 18. Check gas valve |
| 8. Inspect controls and safeties | 19. Heater amps if electrical |
| 9. Inspect flue pipe | 20. Check gas valve |
| 10. Check combustion air openings | 21. Inspect return air ducts for air leaks |
| 11. Check operation of safety controls | 22. Inspect supply ducts for air leaks |

MAINTENANCE PROGRAM ORDER FORM

CUSTOMER NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP CODE: _____
 HOME PHONE: _____ WORK PHONE: _____ CELLULAR #: _____
 E-MAIL ADDRESS: _____
 DATE: _____ # OF SYSTEMS: _____ CONTRACT AMOUNT \$: _____

MAIL TO: 5303 GLENMONT SUITE F, HOUSTON, TEXAS 77081 ATTN: SERVICE DEPT.
WHITE COPY – SEND WITH PAYMENT YELLOW COPY – CUSTOMER COPY