

Sample Request for Maintenance Services

Date: _____

To: _____

From: _____

(Insert Building Owner’s Company Name) is requesting a planned maintenance service proposal for 1-year, renewable each year for 2-additional years based on building owner satisfaction and service company performance.

Work to be completed:

List of Equipment

Frequency

1-Condensing Boiler	Semi-Annually
1-20 Ton, Gas-Fired Rooftop HVAC Unit	Semi-Annually
Rooftop Unit Air Filters (MERV-13)	Quarterly
4-Cabinet Unit Heaters	Semi-Annually
1-40 Gallon Gas-Fired Hot Water Heater	Annually

Work shall be completed using planned maintenance work orders. Service contractor shall include samples of work orders with submission of proposal.

Completed work orders shall be attached with the invoice for services completed.

Experienced, licensed technicians who work for this company shall complete all service work.

The company shall be insured for \$_____ and include the client’s name on the insurance policy.

Technician shall provide all materials, equipment, tools, etc. to complete the work.

Technician shall provide 48-hour advance notice and shall check in at the front desk before going to the equipment to be services.

Proposal Cost Breakout:

Year 1: Labor Hours	Lubricants, Material, etc.	Other Costs
## Hours	\$_____	\$_____
Year 2: Labor Hours	Lubricants, Material, etc.	Other Costs
## Hours	\$_____	\$_____
Year 3: Labor Hours	Lubricants, Material, etc.	Other Costs
## Hours	\$_____	\$_____

Proposal shall be submitted no later than: _____, 1:00PM and shall be submitted to: _____ at: _____