



Key Heating & Air Conditioning, Inc.
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Preventive Maintenance Agreement

Preventive Maintenance Agreements (PMAs) are purposely intended for scheduled inspections and maintenance of your heating, ventilation, and air conditioning (HVAC) system.

PMAs are generally scheduled semi-annually to maintain peak efficiency, reduce utility payments, and avert system failures that can help extend the life of your HVAC system. PMAs consist of fall and spring scheduled sessions. Our service technician will go through your entire HVAC system preparing for the upcoming season in a proactive approach before system failure occurs – which results in savings on your utility bills..

Out of Sight, NOT Out of Mind!

The old but true cliché “out of sight, out of mind” is often the reason for neglected maintenance guidelines for your HVAC system. HVAC systems are usually installed where they aren’t seen, such as in a section of the basement, a closet, on rooftops, or in mechanical rooms, making them easy to ignore. The systems are simply taken for granted, until they fail. Decreased efficiency, utility overpayment, discomfort, loss of productivity, eventual premature replacement, and higher repair costs are the result.

Just because your HVAC system is out of sight, does not mean it can be neglected. Getting your HVAC system checked twice annually is just as important as changing the oil in your car every 3,000 miles!

What should you expect your Key Heating and Air Conditioning, Inc. service technician to do during a PMA visit?

- Check system functions, safety controls, and adjust the operating sequence where appropriate.
- Inspect electrical components and connections and repair/replace or tighten as required.
- Ensure proper airflow and change dirty air filters.
- Inspect pumps, lubricate, and check flow rates where appropriate.
- Clean and lubricate motors as required.
- Examine belts, adjust and align as required.

Spring Visit (preparation for summer season):

- Check inside coil, condensate pans, condensate traps, and condensate lines to prevent obstructions.
- Check outside coil efficient operation.
- Check refrigerant levels and if low. (According to many equipment manufacturers, a 10% refrigerant loss will result in a 20% decrease in system efficiency!)
- Check filters.

Fall Visit (preparation for winter season):

- Clean the burner assembly.
- Remove soot from fireside of burner.
- Check operation of humidifier, Water Panel.
- Visually inspect heat exchanger for cracks.
- Adjust air/fuel ratio of burner and perform combustion analysis. (Instrumentation used for combustion analysis is a means of fine-tuning a burner to achieve maximum fuel efficiency and “optimum firing.”)

Note: For heat pump applications, winter season inspections repeat a number of the summer procedures plus several additional checks. Maintaining semi-annual PMAs for heat pumps is also important.

What's your bottom line?

- **Savings:** PMAs typically more than pay for themselves through higher efficiency, savings on utilities and callbacks, and with special discounts. OUR PMA customers receive a 10% discount on all parts and services performed during the entire year.
- **Peace of Mind:** Preventive maintenance will mean fewer system failures and a longer life for your HVAC equipment.
- **Priority Service:** Should a system failure occur during the heat of the summer or the cold of the winter, customers with PMAs receive priority service in most instances.
- **Continuity:** Key Heating and Air Conditioning, Inc. often sends the same service technician to perform the PMAs year after year. That way, you get to see and know the same service technician, and he or she becomes more familiar with you and your equipment!

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Signing Up For Key's A/C PCA is your Key to Comfort and Peace of Mind!

This agreement is non-binding until; A Key Service Technician inspects the specified equipment and its condition approved. This proposal then becomes a contract, which represents the agreement in its entirety when signed between both parties.

Preventive Maintenance Agreement Price List

Equipment	Residential			Commercial		
	Cost	# of Units	Total	Cost	# of Units	Total
Air Conditioning (Each Condenser)	\$129.00 ↑143.00			\$139.00 ↑149.00		
Gas Furnace / Boiler	\$111.00 ↑123.00			\$121.00 ↑133.00		
Oil Furnace / Boiler	\$162.00 ↑180.00			\$172.00 ↑180.00		
Hot Water Tank	\$99.00 ↑110.00			\$109.00 ↑119.00		
Humidifier	\$49.00 ↑54.00			\$59.00 ↑69.00		
Geothermal	\$175.00 ↑200.00			\$195.00 ↑210.00		
	Total Due Upon Completion of Today's Preventive Maintenance		\$	Total Due Upon Completion of Today's Preventive Maintenance		\$

↑ NON PMA Cost

CUSTOMER INFORMATION (To Be Completed By Customer)			
Customer / Owner Name	← KEY Account Number	KEY Job/WO Number	
Customer / Owner Name / Company Name / Mgt. Company Name	← KEY Account Number		
Service Address / Location of Installation/Equipment	City	State	Zip
Location Type: Residential <input type="checkbox"/> / Commercial <input type="checkbox"/>			
Billing Address (If Different Than Service Address / Location of Installation/Equipment)	City	State	Zip
Home Phone Number ()	Emergency Phone Number ()	Location Fuel Source (Check All That Apply) Oil <input type="checkbox"/> / Gas (Propane) <input type="checkbox"/> (Natural) <input type="checkbox"/> / Electric <input type="checkbox"/>	
Work Phone Number ()	Other Phone Number ()	Primary Email	

Customer Signature (Authorized Agent)

Date

Key Heating & Air Conditioning, Inc. Authorized Agent

Date

This Preventive Maintenance Agreement begins on _____ and automatically renews every year thereafter unless canceled by either party in writing within 30 days of the automatic renewal.