

# Air Conditioning Maintenance Agreement



## Melbourne Heating & Cooling Pty Ltd

434 Toomuc Valley Road  
Pakenham 3810

Agree to perform service maintenance on  
the air-conditioning equipment for:

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Equipment Covered: \_\_\_\_\_

**Contents:** 1. Periodical Service / 2. Charges / 3. Genral Conditions /  
4. Breakdown / 5. Duration of Agreement / 6. Schedule of Charges

## 1 Periodical Service

The periodical service to the above A/C equipment will include:-

1. Check filters & replace as needed as per Clause 3.
2. Check evaporator and condenser coil condition
3. Check supply and return air temperatures
4. Check compressor amperage draw
5. Check fan motors amperage
6. Check and tighten electrical connections
7. Check compressor contactor
8. Check thermostat operation
9. Check condensate pan and drain line
10. Check heat when periodical maintenance is done in the winter
11. Report any problems or conditions effecting system performance

**Head Office:** 434 Toomuc Valley Road  
Pakenham, Victoria 3810  
**Show Room:** 27 Bald Hill Road  
Pakenham, Victoria 3810

**Phone:** 1300 36 44 36  
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Melbourne Heating & Cooling Pty Ltd  
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## 2 Charges

As consideration for the service detailed in Clause 1 of this Agreement, the Customer agrees to pay Melbourne Heating & Cooling the periodical charge set down in the schedule herein within 30 days from invoice date. It is further agreed that with each annual agreement the charge is subject to adjustment. This agreement provides only for maintenance to be performed during normal working hours, 8.30 am to 5.30 pm Monday to Friday. Instances where the Customer requests maintenance, repairs or replacement shall be charged in addition to the quarterly charge according to the Schedule of Charges.

## 3 General Conditions

This agreement does not include replacement parts or the labour for installation. This agreement is not a guarantee or warranty for the operation or performance of the system, but rather a maintenance program to minimise breakdowns. This agreement is not intended to maintain indoor air quality.

Melbourne Heating & Cooling agrees to provide competitive pricing on parts when repairs are necessary during the term of this agreement. Under no circumstances will Melbourne Heating & Cooling be liable for subsequent or speculative damage, or injury due to use of or failure of the air conditioning system. This agreement does not include any provisions or associated cost for removal, protection, or disposal of asbestos materials or equipment containing asbestos materials.

## 4 Breakdown Service

Melbourne Heating & Cooling will provide Breakdown Service for any breakdowns reported by the Customer, in accordance with the Schedule of Charges (below).

## 5 Duration of Agreement

This agreement shall apply for one year from date of acceptance by the owner and shall be automatically renewed for an additional twelve-month period unless advised by either party fifteen days prior to expiration. Agreement can be cancelled by either party, 3 days after receipt of written notice.

## 6 Schedule of Charges

<b>Periodic Service Charge</b> Inc GST	<b>Call-Out Charge</b> (Break downs)	<b>Labour Rate &amp; Hourly Charge Rates</b> (Refer to Clause 3) inc. GST			
<b>Maintenance</b>	<b>Call out fee</b>	<b>Standard Rate</b>	<b>Time and a half</b>	<b>Double time</b>	<b>After Hours</b>
\$	\$250	\$180	\$270	\$360	POA
<b>? times a year on ? appliances</b>	<b>Call out fee</b> + rate per hour or part thereof	<b>9.30 - 3.30</b> Mon to Fri	<b>Before 9.30 &amp; after 3.30</b> Mon to Fri	<b>Saturday</b>	<b>Sunday and Public Holidays</b>

## Customer Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Melbourne Heating & Cooling Pty Ltd

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_