

Glassman Corporation

900 Commerce Parkway

Hays, KS 67601

785-625-2115

Pre Planned Service and Preventive Maintenance Agreement

Preventative Maintenance *Inspection and Cleaning*

Agreement For:

Company Name: Thomas Co. Courthouse

Owner/Manager: (Clerk) Shelly Harms

Address: 300 N. Court Ave.

Phone: 785-460-4500

Agreement Includes: (2) Comprehensive cleaning and inspection of covered equipment scheduled automatically including filter changes and 1 belt change per year as needed. (Please See Attached Preventive Maintenance Task List).

Priority emergency service weekdays 8am to 6pm and evenings at \$75.00 per hour.
Weekends and holidays billed at \$112.50 per hour and \$1.00 per mile for mileage.

Non-covered regular service labor and materials are charged at \$75.00 per hour.
with materials billed less 10% if paid within 30 days of work performed and Agreement is paid up to date. Weekends and holidays \$112.50 per hour, and \$1.00 per mile for mileage.

To Cover The Following Equipment:

Please See Attached Equipment List.

Service will be furnished from: May 01, 2018 to April 30, 2021

Annual Premium – To Be Paid One Time Per Year - \$4,000.00

Applicable Sales Tax not included:

Payment To Be Made As Follows: Agreement to be paid in full upon receiving invoice.

Agreement is payable in advance, and shall continue for yearly periods thereafter until terminated by either party in writing with at least 30 days written notice. Annual Agreement price can be adjusted only at the Anniversary date, unless equipment is added or subtracted from the original Agreement. Agreement price based on covered equipment being in good operating condition. Pre-existing conditions must be remedied before the terms of this Agreement are in effect.

NO SERVICE WILL BE RENDERED UNDER THIS AGREEMENT IF CUSTOMER HAS A PAST DUE ACCOUNT.

THIS AGREEMENT IS TRANSFERABLE.

Terms And Conditions Agreed To By Glassman Corporation

- A. To provide planned maintenance inspections and filter changes as specified on Preventive Maintenance Task Sheets.
- B. To utilize only qualified personnel, employed or supervised by Glassman Corporation
- C. To take all reasonable precautions to avoid damage to property or injury to persons.
- D. To instruct purchaser in the basic operations of the system to provide the best operating efficiency or conditions.
- E. To warranty all parts and materials to the extent that they are warranted by the supplier or manufacturer
- F. To use ordinary care in performing the tasks outlined in the Agreement. No inspection shall be construed as a guarantee of the condition of the equipment. The service company cannot be liable for any failure to discover any condition that requires repairs or replacements.
- G. To undertake improvements or repairs only with purchaser's authority.
- H. To provide purchaser with priority service.

Terms And Conditions Agreed To By Purchaser:

- A. To provide free access to all equipment during normal working hours.
- B. Purchaser will assume responsibility and pay for all service and material required to repair or replace: structural supports, cabinets, fan guards, drain pans, panels, ductwork, insulation, recording instruments, gauges or thermometers, water, drain, steam and boiler tubes, refractory, smoke stacks, breaching, storage tanks, door heaters, door gaskets, hinges, and hardware, light fixtures, bulbs, and ballasts, grilles, and special electronic controls.
- C. Purchaser will assume responsibility and pay for all service and material required to repair or replace: electrical - lines beyond the equipment itself (including low voltage and thermostat wiring), power cords to and from unit, electrical power failure, low voltage, disconnect switches, burnt out main or branch fuses and circuit breakers. Plumbing - drains beyond the unit itself, water piping, water treatment, water filters, water shutoff, gas piping, corrosion and erosion.
- D. Seller shall not be liable for any damage due to destruction by fire, commercial delays, spoilage, freezing, loss of business, war conditions, acts of nature where circumstances are beyond his control. The purchaser shall assume liability for any accident, injury, damage or loss to equipment, personnel, property or revenue not directly caused by negligence on the part of the service company.
- E. Seller shall not be required to remove, alter, or modify any part of the building structure or equipment, including ductwork, in performance of this Agreement.
- F. Seller shall not be responsible for changes, repairs or corrections to equipment including parts, due to design, government code, insurance requirements, obsolescence, improper water treatment, vandalism, abuse, misuse, improper operation, and negligence.
- G. Seller shall not be responsible for high pressure washing of any type unless otherwise specified in Preventive Maintenance Task List.

Acceptance Of Agreement:

Purchaser: Thomas Co. Courthouse
Name: Mike Bay or Mike Baughn
Title: Commissioner
Date: 4/16/18
Signature: [Signature]

Seller: Glassman Corporation
Name: Kevin Coomes
Title: Sales Engineer
Date: 4-11-18
Signature: [Signature]

Agreement To Cover The Following Equipment:

Unit Description	Manufacturer - Model #	Quantity
Hydronic Fan Coil	TRANE	43
41-50 HP Boiler	LAARS	1
40 Ton Package Chiller Unit	TRANE	1
5 HP Pump	B&G	2
	Total	47



Preventative Maintenance Task List

Customer _____

Date _____ Completed By _____ Job # _____

Equipment: Model # _____ Unit # _____

Boiler

- Inspect fireside of boiler.
- Check contacts.
- Check safety relief valve.
- Inspect piping and connections.
- Check room air intake system.
- Remove soot and dirt from flues and combustion chamber.
- Visually inspect boiler pressure vessel for possible leaks.
- Disassemble, inspect and clean low-water cutoff.
- Inspect hand valves and automatic feed equipment.
- Check, clean and lubricate the burner and combustion control equipment.
- Test low water cutoff and pressure relief valve.
- Check burner sequence of operation and combustion air equipment.
- Inspect fuel piping for leaks and proper support.
- Test low water cut-off and pressure relief valve.
- Check operating and safety controls.
- Inspect wiring.
- Inspect refractory.
- Clean internal and external surfaces as needed.
- Line voltage _____
- Controls voltage _____



Preventative Maintenance Task List

Customer _____

Chiller Task List

Date _____ Completed By _____

Equipment: Model # _____ Unit # _____

- Check refrigerant charge, oil, and oil pressure.
- Wash air-cooled condenser.
- Review manufacturer's operating procedures in product manual.
- Inspect unit and piping for leaks.
- Check compressor oil level and meg. hermetic motor.
- Cycle operating controls and check unloaders.
- Lubricate condenser fan motors.
- Inspect fan blades for proper alignment and rotation.
- Start and check chilled water pump, and condenser water pump.
- Inspect electrical connections, relays and operating safety controls.
- Inspect motor contactors for charring, arcing, or pitting.
- Check auxiliary equipment operation.
- Inspect and test all operating and safety controls and thermostats.
- Log all operating conditions after unit stabilizes.
- Review water temperatures.
- Inspect chiller and make adjustments as required.
- Check compressor crankcase heater operation.
- Check vibration eliminators.
- Inspect and tighten electrical connections.
- Clean external surfaces as necessary.
- Review chiller operation.
- Voltage line L1-L2 _____ L1-L3 _____ L2-L3 _____
- Check load voltage L1-L2 _____ L1-L3 _____ L2-L3 _____
- Check amp draw on compressor actual _____ rated _____
- Check amp draw on condenser fan actual _____ rated _____
- Check amp draw on blower actual _____ rated _____
- Liquid line pressure _____
- Suction line pressure _____
- Pull oil sample and test oil Date Pulled _____
- Check and lubricate circulation pumps in chiller _____

Preventative Maintenance Task List

Customer _____

Fan Coil Units:

Date _____ Completed by _____ Job # _____

Equipment: Model # _____ Unit # _____

- Check and clean washable filters.
- Provide disposable high efficiency air filters for change in return air grills.**
- Check belt tension, alignment, and condition. Change one time per year. Adjust as needed.**
- Clean drains and drain pans.
- Clean and vacuum grills, coil fan, and unit interior.
- Lubricate fan and motor bearings per manufacturer's recommendations.
- Inspect motor contactors for charring, arcing, or pitting.
- Inspect and clean strainers. Check steam traps and hand valves.
- Check unit operating conditions.
- Check thermostats, zone valves, and special electronic controls for proper operation.
- Clean heating and cooling coils as necessary.
- Check dampers and controls, lubricate and adjust actuators and linkage.
- Water temp if hydronic inlet _____ outlet _____



Preventative Maintenance Task List

Customer _____

Pumps Pre-Season Task List:

Date _____ Completed by _____ Job # _____

Equipment: Model # _____ Unit # _____

- Lubricate pump and motor bearings per manufacturers recommendations.
- Tighten all nuts and bolts, check mounts and check for coupling alignment.
- Check motor voltage and amperage.
- Tighten all electrical connections.
- Check strainers and hand valves.
- Inspect mechanical seals.
- Inspect actuators.
- Verify gauge accuracy.
- Clean external surfaces.
- Check pump pressure.
- Rotate pumps seasonally.
- Drain any seasonal idle pumps.
- Voltage _____ Amps _____