

Comprehensive Residential HVAC Maintenance

HVAC maintenance involves a series of tasks designed to ensure the system operates efficiently, prolong its lifespan, and maintain indoor air quality. Here's a detailed breakdown of HVAC maintenance activities:

Inspection

- **System Overview:** Check the overall condition of the HVAC system.
- **Thermostat:** Ensure the thermostat is functioning correctly and accurately calibrated.
- **Ductwork:** Inspect for leaks, obstructions, and signs of wear or damage.
- **Refrigerant Lines:** Check for proper insulation and any leaks.

Cleaning

- **Air Filters:** Replace or clean filters regularly to maintain airflow and air quality.
- **Evaporator and Condenser Coils:** Clean to ensure efficient heat exchange.
- **Blower Components:** Remove debris and dust from the blower and motor.
- **Drain Lines and Pans:** Clear clogs and ensure proper drainage to prevent water damage and mold growth.

Lubrication

- **Moving Parts:** Lubricate bearings, motors, and other moving components to reduce friction and wear.

Testing and Calibration

- **Electrical Connections:** Tighten and inspect all electrical connections for safety.
- **System Controls:** Test start cycle, operation, and shut-off sequence.
- **Safety Features:** Ensure safety controls, such as limit switches, are operational.
- **Airflow Measurement:** Check airflow throughout the system to ensure it's within the manufacturer's specifications.

Refrigeration Check

- Ensure proper refrigerant charge; adjust if necessary to optimize cooling performance.

Heating System Maintenance

- **Heat Exchanger:** Inspect for cracks or damage.
- **Burners:** Clean and inspect gas burners for proper ignition and combustion.
- **Pilot Light/Ignition System:** Check and adjust if needed.

Ventilation System

- Ensure vents and registers are clear and free of obstructions.
- Inspect and clean the exhaust system to prevent carbon monoxide buildup.

Efficiency Enhancements

- **Programmable Thermostat:** Recommend or update to a programmable thermostat for better energy management.
- **Insulation Check:** Advise on insulation upgrades if necessary to improve overall system efficiency.

Documentation

- Provide a detailed report of the maintenance performed, any issues found, and recommendations for future service or upgrades.

User Guidance

- Offer tips on regular user maintenance, such as filter replacement schedules and optimal thermostat settings.
- Educate homeowners on signs of potential HVAC issues, like unusual noises or reduced performance, to encourage timely service calls.

By performing these tasks regularly, homeowners can ensure their HVAC system operates efficiently, reducing energy consumption, minimizing breakdowns, and extending the system's lifespan.

Signed up by: _____

Annual HVAC Maintenance Plan

- ✓ Spring and Fall preventative maintenance
- ✓ 1 inch filter included
- ✓ 15% off on equipment repair
- ✓ Priority customer status
- ✓ No additional charge for emergency services
- ✓ Quarterly drawing for \$50.00 gift card



Customer

Name	_____
Billing Address	_____
Phone	_____
Email	_____

Location: Check here if same as above

Name	_____
Address	_____
Phone	_____
Email	_____

Payment Information

Please check one	
One split system	\$225.00 includes tax
Two split systems	\$325.00 includes tax

Please check one	
Monthly (requires card on file)	ACH
Check/Cash	Credit/Debit

Card Holder Name	_____
Card Number	_____
Expiration Date	_____
CVC	_____
Bank	_____
Account Holder Name	_____
Account Number	_____
Routing Number	_____

Agreement

I understand this is a one year fulfillment and I authorize Noble HVAC Services to debit my account the amount outlined in this agreement whether monthly or paid in full.

Company approval: _____

Customer approval: _____

Agreement start date: _____ Agreement end date: _____

We truly appreciate your business, thank you!



Additional Terms and Conditions

General Information

This Annual Maintenance Plan is not an insurance policy or an extended warranty. This agreement is between Noble HVAC Services and the service property homeowner and provides specific inspections and maintenance services for your heating and air conditioning systems.

Annual maintenance visits are performed March through June for cooling and September through December for heating. Noble HVAC Services will make every attempt to contact the homeowner to schedule visits via telephone, e-mail, or text message. It is the customer's responsibility to ensure the visits are scheduled each season. Any unused visits will not roll over.

Billings and Renewals

If the customer chooses the monthly payment option the first monthly payment will be invoiced and charged on the day of agreement. Each following payment will be invoiced and charged on the same date every month thereafter. Acceptable payment methods include Visa, MasterCard, American Express, and ACH and must be stored on file.

This agreement is a 12-month minimum commitment and will renew automatically thereafter under the same terms outlined in this commitment. If the customer wants to change payment allocation or cancel at the time of renewal, 30 days notice is needed.

Program benefits are only available to customer accounts in good standing. Customer cancellations are not permitted during the 12 month agreement nor are any refunds given, unless there are extenuating circumstances which will be handled on a case by case basis.

No service will be rendered by Noble HVAC Services under this agreement if an account is past due. After two rejected or declined monthly payments Noble HVAC Services will terminate the agreement and bill the customer \$20.00 for each rejected payment. Also, any services performed or discounts rendered prior to termination will be billed to the customer.

Should ownership of the residence where the covered equipment is located change, this agreement may be transferred to the new owner, upon notification in writing to Noble HVAC Services or the agreement can be transferred to the customer's new residence.

I have read and understand the attached Terms and Conditions.

Customer Signature: _____

Date: _____