

## EXHAUST- INTAKE FANS

### Quarterly

1. Check fan operation.
2. Inspect all electrical connections tighten and clean as needed.
3. Tighten all nuts and bolts.
4. Lubricate all fan & motor bearings per manufacturer's recommendations.
5. Check belt, adjust or replace as needed.
6. Clean fan assembly as needed.
7. Check and lubricate associated dampers as needed.
8. Check motor operating conditions. Amp motor.
9. Make notes of any problems, advise ownership to make repairs.

ALL INSPECTIONS, TESTS AND WORK PERFORMED BY M.F.G.  
RECOMMENDATIONS.

## Heaters & Fire place

### **Bi-annually**

1. Check fan and burner operation.
2. Inspect all electrical connections and tighten as needed.
3. Lubricate fan motor as needed.
4. Clean fan assembly as needed.
5. Turn off breaker, to heater, during first spring check.
6. Start up and shut down units during changeover.
7. Make notes of any problems and advise ownership to make repairs.

# AIR /WATER COOLED HEAT PUMP

## A. QUARTERLY

1. Check operation and general condition. Check entire machine for abnormal noise or vibration. Check compressor operation, head pressure, suction, and oil pressure.
2. Check fans, fan motors, fan belts and air dampers. Check for dirt and debris remove as needed.
3. Check for leaks. Report any found to the ownership for authorization to repair.
4. Check filters clean or replace as needed.
5. Check condensate pan.
6. Check operation of reversing valve.

## B. SEMIANNUALLY

1. Check dampers. Lubricate dampers and linkages. Lubricate fan and motor bearings.
2. Check general condition of condensers. Tighten any loose parts.
3. Check electrical connections, tighten as necessary. Check condition of power wiring.
4. Make necessary adjustments to maintain efficient and dependable operation.

## C. ANNUALLY

1. Clean condenser/condenser tubes with nylon brush and/or chemicals if needed.
2. Check drive pulleys and belts. Change or adjust as needed.
3. Check and clean interior of unit, fan and coils as needed.
4. Check and clean condensate pan/ line.
5. Check all electrical connections tighten as needed.

MAKE NOTES OF ANY PROBLEMS, ADVISE OWNERSHIP TO MAKE REPAIR

## AIR HANDLER UNITS

### QUARTERLY

1. Inspect and make needed repairs or adjustments for optimal performance.
2. Change filters as needed.
3. Lubricate fan and motor bearings as needed.
4. Inspect belt, pulleys and tension. Change or adjust as needed.
5. Inspect dampers lubricate as needed.
6. Check temperature controls and calibrate if needed.

### ANNUALLY

1. Clean evaporator coils as needed.
2. Clean condensate trap as needed.
3. Check all electrical connections for signs of wear. Tighten connections as needed.

Make notes of any problems, and advise ownership to make repairs.

ALL INSPECTIONS, TESTS AND WORK PERFORMED BY M. F. G.  
RECOMMENDATIONS.

## EQUIPMENT LIST

LOCATION: 2662Manhattan Place, Vienna, VA

Equipment covered: (2) Goodman Split systems, wall heater, fire place and water heater. A full listing will be made upon first scheduled visit.

ORIGINAL

9. Contractor will adhere to professional standards in performing the inspection, maintenance and servicing work herein. Except for breaches of duty constituting gross negligence on the part of the Contractor, its representatives or employees, Contractor shall not be liable for failure to discover conditions necessitating repairs or replacements, nor shall any inspection be interpreted as a guarantee of the condition of the equipment. In no event, shall either party make any claim for incidental or consequential damages or injuries.

10. Purchaser agrees to make prompt payments. Should a payment become thirty (30) days delinquent, this contract may become null and void at any time thereafter at the option of the Contractor, and all monies owed will become due upon demand.

11. Purchaser agrees to pay a service charge of 1 1/2% per month (18% per annum) on invoices, labor and material, that are past due thirty days from our invoice date. Purchaser also agrees to pay reasonable collection costs.

12. The price agreed to be paid by the Purchaser to the Contractor for the inspection, maintenance, and servicing of the listed equipment for a period of one year is the sum of \$500.00, payable in advance quarterly payments in the amount of \$125.00, on the first day of the month that service is provided.

13. This contract shall be effective on the 1 day of, March 2013 and shall continue for one year. Thereafter, this contract shall continue on a month to month basis unless canceled by either party by providing written notice by either registered or certified mail, thirty days in advance of anniversary date of the contract. The contract would terminate at the end of such period.

The parties hereto have caused this Agreement to be duly executed this 22 day of February 2013

PURCHASER:

CONTRACTOR:

The Westbriar Plaza Condominium  
Unit Owners Assoc. c/o ACM

Advanced Building Services, Inc.

BY: [Signature]

BY: [Signature]

TITLE: President, Westbriar Plaza  
Condo Assn

MICHAEL A. KAMINSKI  
PRÉSIDENT

Upon acceptance of this proposal, please sign all copies and return one (1) copy to Advanced Building Services. Work will be scheduled upon receipt of SIGNED ACCEPTANCE. Again. THANK YOU!





**Advanced Building Services, Inc.**

23475 Rock Haven Way, Unit 135  
Sterling, Virginia 20166-4430

November 5, 2014

Job #: 1-169 Club House Westbriar

Westbriar Club House  
c/o Burke Community Mgmt. Group  
10494 Business Center Drive  
Manassas, VA 20110  
c/o Crystal Terrant

Subject: January 2014 HVAC Contract Increase

Thank you for choosing to do business with Advanced Building Services, Inc. We strive to maintain the highest quality HVAC/Engineering services in our industry. We know and understand that these economic times are tough, and we too have experienced increases from our suppliers, in healthcare and on energy costs. This letter is an extension of the current contract. If a revised contract is required, please put in a request with our office and we will be glad to do so.

We are holding our increase rates to a minimum this year. We will hold our standards higher than ever and continue providing you with quality engineering and mechanical services. We value you as our customer and appreciate your continued business. Should you have any questions, please do not hesitate to call.

New Quarterly Rate \$ 127.00

Effective Date: 01/01/15

Labor Rates: Regular \$90.00 Overtime \$135.00

Sincerely,



Michael A. Kaminski  
President  
Advanced Building Services, Inc.



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INB

## **HEATING, AIR CONDITIONING & MAINTENANCE CONTRACT**

INSPECTION, SERVICING AND MAINTENANCE OF EQUIPMENT

THIS AGREEMENT, entered into by and between ADVANCED BUILDING SERVICES, INC., hereafter referred to as "Contractor," and The Westbriar Plaza Condominium Unit Owners Association c/o ACM, hereafter referred to as "Purchaser."

The Contractor and Purchaser agree as set forth below.

This contract covers the inspection, servicing and maintenance of the equipment at the following location:

Club House  
2662 Manhattan Place , Vienna, VA

## Contractors General Agreement Quarterly Service/Inspections

This is a preventive maintenance contract that includes belts, filters, and materials for maintenance. Repairs necessary will be brought to Purchaser's attention, with price of repair, for their decision to proceed with repair(s).

1. Provide the Purchaser an operating engineer or mechanic to operate and inspect all heating, ventilation and cooling equipment listed on the attached equipment list.
2. Maintenance, servicing and repairs to be performed by the contractor's engineer, mechanic or personnel under their supervision.
3. Contractors' personnel will perform inspections, tests, repairs and adjustments to the specified equipment as generally performed by commercial building engineers or HVAC mechanics.
4. After initial inspection of listed equipment, all detected deficiencies will be listed and cost given for repairs necessary to bring this equipment up to optimal performance. Malfunctioning equipment prior to the start of this contract will not permit the repairs to be made under this agreement.
5. Both the Purchaser and the Contractor agree that all work referred to in this agreement shall be performed during normal working hours of 7:00 A.M. to 5:00 P.M., Monday through Friday, except Holidays. If, for any reason, the purchaser requests that work be performed beyond regular working hours the purchaser agrees to pay overtime labor rates currently established.
6. The federal holidays that are observed by the Contractor are New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. If a holiday falls on Saturday the Contractor will observe the Friday before the holiday; if a holiday falls on a Sunday, the following Monday will be observed.
7. Provide the Purchaser with twenty - four hour emergency services to the listed equipment at \$ 85.00 per hour regular time, \$ 125.00 per hour overtime.