



**BUILDING SERVICES AGREEMENT
FOR
Menifee County Schools**

SERVICE AVAILABILITY:

- ☒ 24-Hour Emergency Service at prevailing time and material rate
☐ Full Coverage includes all parts and Labor as outlined under "Special Conditions" attached

Preventive Maintenance Scope: Scheduled inspections for equipment listed on attached Schedule A. Attached tasking outlines work to be performed during each scheduled inspection.

HMC Service Company will furnish services noted above for the annual sum of: \$21,800.00

Payable upon invoice for the equal portions according to the selected payment schedule:

☐ Monthly ☒ Quarterly \$5,450.00 ☐ Semi Annual ☐ Annual

The equipment covered is listed on attachment "Schedule A" to include P.M. procedures on attached sheets and in accordance with the terms and conditions on the last page.

Agreement commences upon Customer Acceptance and shall continue for **Two (2) years.**
The first inspection performed under this agreement will be **SUMMER 2026.**

Either party may terminate this agreement by giving 30 days' notice. Due to equal billings if contract is terminated prior to full year of billings HMC will review cost to determine if additional invoicing is necessary OR if a refund is due to the customer. This agreement will automatically renew on the anniversary date unless an escalation, equipment modification or tasking change is required.

CUSTOMER ACCEPTANCE

RENEWAL 2026

Approved by: _____

Proposed by: *Artie Gibson* _____

Print Name: _____

Print Name: Artie Gibson _____

Title: _____

Title: Regional Service Manager _____

Date: _____

Date: April 30, 2026 _____

Is Purchase Order Required Yes ☐ No ☐

SCHEDULE A

CUSTOMER: **Meniffee Co. Schools – High School**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
1	Boiler	HB Smith		High school
4	Pumps			High school
1	Boiler	Lochinvar		High school
1	Cooling Tower			High school
1	RTU			High school
17	Split systems			High school

SCHEDULE A

CUSTOMER: **Menifee Co. Schools – Menifee Central K-8**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
53	Water Source Heat Pumps			Menifee Central

SCHEDULE A

CUSTOMER: **Menifee Co. Schools – Botts Elementary**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
2	Boilers	Weil McLain		Botts
1	Cooling Tower	BAC		Botts
2	Pumps			Botts
2	RTU's			Botts

SCHEDULE A

CUSTOMER: **Menifee Co. Schools – Central Office**

QTY	EQUIPMENT	MANUFACTURER	MODEL #	LOCATION
3	Split Systems			Central Office

**HMC SERVICE COMPANY TASKING
FOR
Boilers**

Customer: **Meniffee Co. Schools**

Tech:	Date: / /	W.O.#
Manufacturer:	Model #	Serial #

SEMI-ANNUAL INSPECTION

- ___ *Check heating surfaces and water side for abnormal conditions*
- ___ *Disassemble, clean, reassemble with new gasket the low water cut-off annually*
- ___ *Check expansion tank*
- ___ *Clean strainer on make-up water line*
- ___ *Check blowdown valve packing and lubricate*
- ___ *Check safety and operating controls*
- ___ *Clean burner plates (w/a)*
- ___ *Check pressure and temperature gauges*
- ___ *Check for water leaks*
- ___ *Check gas valve for leaks*

ANNUAL INSPECTION

- ___ *Perform combustion analysis*

**HMC SERVICE COMPANY TASKING
FOR
Pumps**

Customer: **Menifee Co. Schools**

Tech:	Date: / /	W.O.#
Manufacturer:	Model #	Serial #

SEASONAL INSPECTIONS

Manufacturer _____ **ID** _____ **PUMP #:** 1

- ___ Check for leaks
- ___ Check for unusual vibration
- ___ Check voltage
- ___ Check for water leaks around seals
- ___ Check surface temperature
- ___ Lubricate bearings
- ___ Clean workstation area

Manufacturer _____ **ID** _____ **PUMP #:** 2

- ___ Check for leaks
- ___ Check for unusual vibration
- ___ Check voltage
- ___ Check for water leaks around seals
- ___ Check surface temperature
- ___ Clean workstation area

TYPICAL FOR ALL PUMPS

**HMC SERVICE COMPANY TASKING
FOR
Cooling Towers**

Customer: **Menifee Co. Schools**

Tech:	Date: / /	W.O.#
Manufacturer:	Model #	Serial #

SPRING INSPECTION

- ☐ Check belt if it needs to be replaced will inform customer.
- ☐ Remove inlet louver inspect cold water basin for debris
- ☐ Clean tower sump
- ☐ Inspect spray nozzles
- ☐ Remove strainer and clean as required
- ☐ Lubricate fan shaft bearing
- ☐ Lubricate motor-base-adjusting screw per manufacturers recommendations
- ☐ Check level in cold water basin
- ☐ Check operation of make-up water valve & float
- ☐ Record fan motor amperage
L1 _____ L2 _____ L3 _____ Rated _____
- ☐ Check damper condition and operation to include linkage
- ☐ Check for water leaks
- ☐ Meet with owner to review service ticket

SUMMER INSPECTION

- ☐ Check belt for proper tension and wear
- ☐ Check level in cold water basin
- ☐ Check for water leaks
- ☐ Check operation of make-up water valve & float
- ☐ Remove strainer and clean as required
- ☐ Meet with owner to review service ticket

FALL/WINTER INSPECTION

- ☐ Check level in cold water basin
- ☐ Check for water leaks
- ☐ Inspect belt for wear and proper tension
- ☐ Check damper condition and operation to include linkage
- ☐ Check operation of make-up water valve & float
- ☐ Remove strainer and clean as required
- ☐ Meet with owner to review service ticket

**HMC SERVICE COMPANY TASKING
FOR
RTU**

Customer: **Meniffee Co. Schools**

Tech:	Date: / /	W.O.#
Manufacturer:	Model #	Serial #

SPRING INSPECTION

- ___ Chemically Clean Condenser Coil
- ___ Visual inspection for refrigerant leaks
- ___ Visual inspection of Condenser Fan Blades
- ___ Check safety and operating controls
- ___ Check condensate drain line and drain pan – clean if necessary
- ___ Record suction Pressure _____ Discharge Pressure _____
- ___ Record suction Pressure _____ Discharge Pressure _____
- ___ Lubricate fan and motor bearings where applicable
- ___ Inspect sheave & pulley for wear
- ___ Check evaporator coil for blockage
- ___ Check contacts on contactor for wear
- ___ Meet with owner to review inspection ticket

SUMMER/WINTER INSPECTION

- ___ Check condensate drain line and drain pan-clean if necessary
- ___ Check belt tension let customer know if belt needs to be replaced
- ___ Inspect sheave & pulley for wear
- ___ Inspect electrical section and contacts
- ___ Meet with owner to review service ticket

FALL INSPECTION

- ___ Check heat exchanger
- ___ Check operation of heating section
- ___ Adjust belt for proper tension
- ___ Check pulley and sheave for wear
- ___ Check for gas leaks
- ___ Check operating and safety controls
- ___ Tighten electrical connections
- ___ Check damper operation
- ___ Check crankcase heater on compressors (Even On Cooling Only Units)
- ___ Meet with owner to review service ticket

**HMC SERVICE COMPANY TASKING
FOR
Split Systems**

Customer: **Meniffee Co. Schools**

Tech:	Date: / /	W.O.#
Manufacturer:	Model #	Serial #

SEMI-ANNUAL INSPECTION - CONDENSING UNITS

- ___ CHEMICALLY CLEAN heat exchanger surface
- ___ Check condenser fan motor and blades
- ___ LUBRICATE fan & motor bearings
- ___ TIGHTEN electrical connections
- ___ Check contacts on contactor – CLEAN as required
- ___ Check operating and safety controls
- ___ Check for refrigerant leaks
- ___ Check for excessive vibration
- ___ Check sightglass for moisture
- ___ Check coil for blockage, **(CLEAN 1 TIME PER YEAR)**
- ___ Meet with owner to review service ticket

QUARTERLY INSPECTION - AIR HANDLERS

- ___ LUBRICATE fan & motor bearings
- ___ TIGHTEN electrical connections
- ___ Check operation of heat in Fall inspection
- ___ Check operating and safety controls
- ___ Check for refrigerant leaks
- ___ Check for excessive vibration
- ___ Check coil for blockage
- ___ Meet with owner to review service ticket

**HMC SERVICE COMPANY TASKING
FOR
WATER SOURCE HEAT PUMPS**

Customer: **Meniffee Co. Schools**

Tech:	Date: / /	
Manufacturer:	Model #	Serial #

QUARTERLY INSPECTIONS

- ___ Change filters
- ___ Check evaporator coil for blockage
- ___ Record discharge air temperature _____ Degrees
- ___ Clean condensate pan and drain line annually *
- ___ ADD algae tablets during spring inspection
- ___ Inspect condensate pan for algae
- ___ Check belt and sheave for wear (W/A)
- ___ Lubricate fan and motor bearings (Annually)
- ___ Check reversing valve operation prior to seasonal changeover
- ___ Check compressor contactor - clean contacts as needed
- ___ Check fan motor contactor - clean contacts as needed
- ___ Tighten electrical terminals (Annually)
- ___ Check for water and refrigerant leaks
- ___ Meet with owner to review service ticket

***(Where unit, condensate pan & drain line are accessible for service, BASE
PM DOES NOT INCLUDE USING WATER HOSE OR LOWERING UNIT OR MOVING
FURNITURE, FILE CABINETS ETC.)**

NOTE: Review findings and recommendations following each inspection with owner

SPECIAL CONDITIONS

1. It is agreed the customer will provide reasonable means of access to all devices, which are to be maintained. HMC Service shall be free to start and stop all primary equipment incidentals to the operation on the mechanical system.
2. HMC Service shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by HMC Service's agent, employees or subcontractor.
3. HMC Service and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by HMC Service impractical; strikes, riots, fires, war, late or non-delivery by suppliers to HMC Service. HMC Service Company will not be liable for any special or consequential damages whether based upon lost good will, lost resale profits, work stoppage, impairment of other goods or otherwise arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. However, in no event shall HMC Service's liability exceed the purchase price paid under this contract.
4. The customer shall pay HMC Service, in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with the respect to transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against HMC Service.
5. It is agreed the contract price shall be reviewed upon renewal, if adjustments are necessary, such adjustments shall be consistent with current labor and material costs.
6. If the system is modified, changed, altered or if any equipment is added or if the system is removed within the premises or to other premises, this agreement may be immediately terminated at our option.
7. Agreement applies only to the equipment installed prior to effective date of this agreement and as described on attachments. All work to be performed during normal working hours (8 AM – 4:30 PM Monday – Friday).
8. Normal working hours will apply to all service unless otherwise stated including major repairs performed under this agreement. Customer requested services not covered under this Agreement to be invoiced at HMC Service prevailing labor and material rates.

IT IS UNDERSTOOD FULL COVERAGE MAINTENANCE PROVIDED DOES NOT INCLUDE:

THIS AGREEMENT ASSUMES THE SYSTEMS COVERED ARE IN MAINTAINABLE CONDITION AND OPERATING PER MANUFACTURE'S DESIGN RECOMMENDATION. IF REPAIRS ARE FOUND NECESSARY UPON INITIAL INSPECTION OR INITIAL SEASONAL STARTUP, REPAIR CHARGES WILL BE SUBMITTED FOR APPROVAL. SHOULD THESE RESTORATION CHARGES BE DECLINED, THOSE NON-MAINTAINABLE ITEMS WILL BE ELIMINATED FROM THE PROGRAM AND THE PRICE ADJUSTED ACCORDINGLY.

- Replacement of OBSOLETE or non-maintainable equipment/parts
- **EXCEEDING LIFE CYCLE PER ASHRAE Applications Handbook** -
- Replacement or repair of non-moving and non-maintainable parts of the heating, cooling and ventilating systems, such as ductwork, boiler shell and tubes, heat exchangers, boiler refractory & complementary equipment such as cabinets, fixtures, boxes, water supply/return, drain, sewer, gas/oil & domestic water lines.
- Labor or refrigerant due to leak in refrigerant piping or coils
- Electrical wiring either power or control
- Air Balance or Thermostat Adjustment/Calibration
- Addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.

SERVICE CALLS FOR THESE CONDITIONS WILL BE CHARGED AT OUR PREVAILING LABOR AND MATERIAL RATES

In the event HMC Service is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation, misuse or vandalism of equipment covered by this agreement or any cause beyond HMC Service control, **the customer shall reimburse HMC Service for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service.**

It is agreed the customer will assume responsibility and pay for all service and material required due to electrical power failure, low voltage, low water pressure, gas pressure fluctuation or other vendor error in system operation