

RICHTER

Heating & Air Conditioning Inc.

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RichterHVAC.com

Maintenance Agreement Proposal for Watertown Public Library
100 S. Water St, Watertown, WI 53094

Todd: 920-285-3691 tlord@watertownpubliclibrary.org

Preventative Maintenance Agreement
Cooling 2026/Heating 2026

Date Submitted 1/5/2026

HVAC Preventative Maintenance for Safety and Efficiency:

- Includes maintenance on (2) Daikin Mini-Splits, (6) Aaon Roof-top Units, (3) Daikin Air Handlers, (3) Aaon Split Condensers, (1) Exhaust Fan, (1) A.O. Smith Water Heater, (1) Burnham Boiler, and (1) Electric Heater.
- Cooling PM will be performed in the spring/early summer on Roof-Top Units, Mini-Splits, Air Handlers, Split Condensers, Exhaust Fan, & Water Heater.
- Heating PM will be performed in the fall/early winter on Roof-Top Units, Mini Splits, Burnham Boiler, Air Handlers, Exhaust Fan, Electric Heater, & Water Heater.

Proposed cooling PM will include:

- Check and inspect compressors
- Clean condensate drain
- Check operation of safety controls
- Inspect electrical wiring
- Lubricate and inspect motors
- Check refrigerant levels and piping
- Check/Replace Belts

Proposed heating PM will include:

- Clean and check burners
- Clean and check exhaust venting
- Lubricate and inspect motors
- Test and adjust gas pressures
- Check Conditioner to hydronic system
- Check operation of safety controls
- Inspect electrical wiring
- Clean and inspect heat exchangers
- Perform CO test on RTU's and Boiler

- Check/Replace Belts
Check/Cash Price = \$3,140.00*

*** NOTE: Todd will Replace Air Filters and will Wash Condensers & Evaporator Coils**

**Replacement parts and labor for replacing parts is not included. Hourly rate for replacing parts is \$112.00 per hour*

If paying with a credit card add 3% convenience fee to the total cash/check price.

Draws upon request

Changes can be made through change request forms.

Prices subject to change

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Richter Heating & Air Conditioning, Inc.

_____ Date _____
Bill Richter, President

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Final payment will be made within 30 days of completion.

_____ Date _____
Acceptance Signature

*** Please sign and return with info below**

Best way to contact for scheduling

Email: _____

Phone: _____