



PO Box 5066, Cleveland OH 44101  
service@greatlakesmechanicalservice.com

#### PREVENTIVE SERVICE AND MAINTENANCE AGREEMENT

Presented to

HVAC EQUIPMENT LOCATION



City of Willowick  
31230 Vine St  
Willowick, Ohio 44095

PRESENTED BY

Jim Washinski  
President

GREAT LAKES MECHANICAL SERVICE  
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We are pleased to provide a proposal for the preventative maintenance service work for your facility. (2) Semi Annual maintenance visits, Condenser coil cleanings done one time a year, belts and filters changed quarterly on RTU's. Additional service will be billed at time and material rate.

**LOCATIONS:**

Willowick Municipal Center	30435 Lakeshore Blvd.
Community Center	314 East 314 <sup>th</sup> Street
Manry Recreation	30001 Arnold Drive
Dudley Pool	31500 Willowick Drive
Fire Department	30435 Lakeshore Blvd
Service Department	31230 Vine Street

EQUIPMENT LIST

Qty.	Building	Location	Component	Model
1	MUNICIPAL CENTER	SOUTH SIDE OF GROUND	POLICE DISPATCH	130722DA4F
1	MUNICIPAL CENTER	DISPATCH CEILING	POLICE DISPATCH	12A00545T
1	MUNICIPAL CENTER	ROOF	ROOFTOP COOLING UNIT	C11C01603
1	MANRY RECREATION	ROOF	GYM MUA UNIT	M6651-HV1
1	MANRY RECREATION	ROOF	RTU HVAC UNIT	P26104178D
1	MANRY RECREATION	ROOF	CONDENSING UNIT #1	2507G40054
1	MANRY RECREATION	ROOF	CONDENSER #2	2507G40053
1	FIRE DEPT	DAY RM CEILING	LUNCHROOM FURNACE	BHYPO14234
1	FIRE DEPT	LOCKER RM CEILING	DORM RM FURNACE	BHYP017861
1	FIRE DEPT	LAUNDRY RM CEILING	CLASSRM FURNACE	BHYP016219
1	FIRE DEPT	FILE RM CEILING	OFFICE FURNACE	BCYP024101
1	FIRE DEPT	BAY	HEATER	
1	FIRE DEPT		AC UNIT	4A7C4048A4000AA
1	FIRE DEPT		AC UNIT	4TTA3036B4000AA
1	FIRE DEPT		AC UNIT	27AC3048A4000AA
1	FIRE DEPT		AC UNIT	H2CB048S46A
1	SERVICE DEPT	ROOF	HVAC UNIT#1	N29102592D
1	SERVICE DEPT	ROOF	HVAC UNIT #2	N262JH41H
1	SERVICE DEPT	ROOF	HVAC UNIT #3	N262PTW1H
1		Dudley Field House	Furnace	
1		Dudley Field House	AC UNIT	GSX130481BH
		Dudley Field House	AC UNIT	GSX130481BH
		POOL MANRY	POOL HEATER	MT14001N09C19NJK
	COMMUNITY BLDG	MAIN UNIT	ROOFTOP UNIT	YSJ240A3SAH024D
6	SENIOR CENTER	EACH Room	HEAT/ A/C	VARIOUS



## COMPREHENSIVE ANNUAL INSPECTION-COOLING General Assembly

- Ø Sign in with the on customer.
- Ø Visually inspect for leaks and quote repairs if needed.
- Ø Check the sheaves and pulleys for wear and alignment.
- Ø Verify clean condenser and evaporator. Ø Verify clean evaporator fan.
- Ø Verify clean air filters.
- Ø Verify proper damper operation.
- Ø Check mechanical linkages for wear, tightness, and clearances.
- Ø Check the operation and setup of the main logic module.
- Ø Check the VFD, if applicable.
- Ø Verify the starter operation.
- Ø Verify smooth operation of the compressors and fans.
- Ø Cleanup unit and work area. Controls And Safeties
- Ø Verify the operation of the discharge air temperature control device.
- Ø Verify the operation of the mixed air temperature control device.
- Ø Test the operation of the low evaporator pressure safety device.
- Ø Test the operation of the low temperature safety device.
- Ø Test the operation of the low oil pressure safety device, if applicable.
- Ø Verify the operation of the static pressure control. Lubrication
- Ø Lubricate damper bearings, if applicable.

### Controls And Safeties

- Verify the operation of the discharge air temperature control device.
- Verify the operation of the mixed air temperature control device.
- Test the operation of the low evaporator pressure safety device.
- Test the operation of the low temperature safety device.
- Test the operation of the low oil pressure safety device, if applicable.
- Verify the operation of the static pressure control.

### Lubrication

- Lubricate damper bearings, if applicable.
- Lubricate motor bearing, if applicable.
- Lubricate fan bearings.
- Check oil level in the compressor(s), if applicable.



## ROOFTOP UNIT/CONDENSERS/CHILLERS

### Motor And Starter

- Disable starter per lockout/tagout procedures.
- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the contactors for free and smooth operation.
- Meg the compressor motor(s).
- Verify the tightness of the compressor motor terminal connections.
- Verify the operation of the compressor oil heater(s).
- Provide a written report of completed work and indicate any uncorrected deficiencies detected.

### RUNNING COOLING INSPECTION

- Report in with the client's representative.
- Check the general condition of the unit.
- Log the operating condition after system has stabilized.
- Verify the operation of the control circuits.
- Analyze the recorded data.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

### COMPREHENSIVE ANNUAL INSPECTION-GAS HEATING

- Report in with the client's representative.
- Visually inspect the heat exchanger.
- Inspect the combustion air blower fan, and clean, if required.
- Lubricate the combustion air blower fan motor, if applicable.
- Verify the operation of the combustion air flow-proving device.
- Test the operation of the high gas pressure safety device, if applicable.
- Test the operation of the low gas pressure safety device, if applicable.
- Verify the operation of the flame detection device.
- Verify the integrity of the flue system.
- Verify the operation of the operating controls.
- Verify the burner sequence of operation.
- Verify proper gas pressure to the unit.



## ROOFTOP UNIT

### RUNNING HEATING INSPECTION

- Sign in with the on-site customer.
- Verify smooth operation of the fans.
- Check the belts for tension, wear, cracks, and glazing.
- Verify clean air filters.
- Verify proper operation of the heating section.
- Verify the operation of the temperature controls.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

## SPLIT SYSTEM

### COMPREHENSIVE ANNUAL INSPECTION

#### General Assembly

- Sign in with the on site customer
- Visually inspect for leaks and quote repairs if needed
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Visually inspect the condenser for cleanliness.
- Inspect pulleys and sheaves for wear and alignment.
- Check belts for tension, wear, cracks, and glazing.
- Verify clean evaporator coil, fan wheels, and condensate pan.
- Clean and flush the condensate drain.
- Verify clean air filters.
- Clean the humidifier.
- Verify proper operation of the humidifier.
- Verify proper operation of the heating system (re-heat).
- Check condenser fans for cracks, if applicable.
- Cleanup unit and work area.

#### Controls And Safeties

- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition of all indicator/alarm lights.
- Test the low evaporator pressure safety device.
- Test the high condenser pressure safety device.
- Verify proper operation of the temperature controls.
- Verify proper operation of the humidity controls.
- Lubrication.
- Check the oil level in the compressor, if applicable.
- Test the oil for acid content and discoloration. Make recommendations.



# GLMS

## GREAT LAKES MECHANICAL SERVICE

- Disable starter per lockout/tagout procedures.
- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check the contactors for free and smooth operation.
- Check the tightness of the motor terminal connections.
- Meg the compressor motor(s) and record readings.
- Verify the operation of the electrical interlocks.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

### AIR FILTER INSPECTION

The Service Company will furnish filter inspections during the operating season for the air handling units under this Service Agreement as indicated below:

- Report in with the client's representative.
- Remove dirty disposable filters.
- Install proper type and size disposable filters per air flow markings.
- Verify spacers are in place if needed.
- Clean filter section of debris.
- Dispose of old filters per Service Agreement.
- Provide written report of completed work.

### AIR COOLED CONDENSER COIL CLEANING

Great Lakes Service will clean coils annually under this Service Agreement as indicated below:

- Report in with the client's representative.
- Disable unit per lockout tagout procedures.
- Clean air-cooled condenser coils using pressurized water (Opposite path of air).
- Enable unit.
- Cleanup work area.
- Provide a written report of completed work

### BELTS

Great Lakes Service will check the belts once per year and will change as needed under this Service Agreement.

# GLMS

## GREAT LAKES MECHANICAL SERVICE

Undersigned Client ("Client" or "Purchaser") for services rendered under this Agreement.

### 1. AUTOMATIC RENEWAL & TERMINATION

- This Agreement automatically renews on an annual basis, with a cost-of-living adjustment of up to 3%, unless negotiated with GLMS.
- Either party may terminate this Agreement by giving a thirty (30) day written notice at any time.

### 2. CANCELLATION PRIOR TO COMPLETION

- If this Agreement is terminated before all contracted services have been completed, the Client maybe required to settle any balance of services rendered.

### 3. CHANGES TO EQUIPMENT

- The addition or removal of covered equipment may alter the amount of the agreement.

### 4. PAYMENT TERMS

- Any invoice not paid within terms may result in delinquency or agreement termination
- All unpaid sums become immediately due upon termination.

### 5. SERVICES OUTSIDE THE SCOPE OF THE AGREEMENT

- For any work not explicitly included in this agreement but performed by GLMS with invoiced as quoted repairs or time and materials invoicing.

### 6. EXCLUSIONS

- o Facility engineering, Safety requirements for building structures.
- o Damage or repairs from natural disasters, weather events, facility personnel, manufacturing malfunctions.
- o OHSA or insurance agency directives.

Total cost for this annual maintenance: \$6,980.00, to be invoiced in (4) FOUR  
installment invoices of \$1,745.00 quarterly.

Standard Service Rate: \$95.00

Overtime or Saturday Rate: \$142.50.00

Holiday or Sunday Rate: \$195.00

Service Truck Charge: \$75/ trip

City of Willowick to provide functional water spickets on each building for coil cleaning.

Water is needed to complete thorough condenser coil cleaning.

If this price and scope meets your approval, please sign your full name and date below.

Thank you for the opportunity to work with you on this project. If you have any questions,  
please feel

free to call.

Sincerely,

1-9-2025

Jim Washinski

Great Lakes Mechanical Service

President

X \_\_\_\_\_

Name – City of Willowick Representative Title and Date