**Preventive Maintenance Record**

Building Address

Equipment

 Manufacturer Date Installed Location

 Service Schedule (M: Monthly, Q: Quarterly, SA: Semiannually, A: Annually)

Maintenance Contract with

 Address Contact

 Phone Date of Contract Term

 Expiration Bid for Renewal to Start (date)

Other Sources

Terms of Present Contract: □ Labor Included □ Labor Extra □ Parts Included □ Parts Extra

 Payment Schedule

 Other Terms

| Preventive Maintenance to be Performed | Frequency | Estimated Hrs. | Scheduled | Unsched. |
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