Ventilation Specialists

Primair Ltd

Fabrication Specialists

5th December 2024

Prepared for-
McCarthy & Stone Management Services Ltd
McCarthy Stone,
Barrington Road
Worthing
West Sussex
BN12 4XL

Maintenance Agreement

Thank you for your enquiry in connection with the servicing of your kitchen extraction/ventilation , We have pleasure in enclosing the following:

- Agreement details
- Specification of Works carried out at each visit

The cost to service each of the below kitchen ventilation extraction systems would be:

- **Kitchen extraction ventilation cleaning £_ _ _ _ _**
- **Removal and replacement of all kitchen fresh-air filters £_ _ _ _ _**

Sites Full Address-

As per excel list attached (existing Developments) to email and any new developments (or future) to cover all sites.

The above price assumes that access is possible without the need for access equipment; that we have uninterrupted access to the designated working areas between the hours 14:00 - 19:00 and that a 240v electrical supply is available along with hot water for our use.

I have pleasure in enclosing your Service and Maintenance Contract.
Please sign and return a copy of the agreement retaining a copy for your own records.

Should you have any queries then please do not hesitate to contact me.

Yours Sincerely

P.GIBSON

Service, Maintenance & Warranty

If your equipment is covered by a warranty issued from the manufacturer as with all warranty packages, the cover is subject to the equipment being serviced on a regular basis by the installer.

Upon completion of the service, we will supply you with a full written report. The details of the equipment will then be entered onto our records and a history of the performance of the equipment will be compiled over a period. This forms the basis of a preventative maintenance scheme as it enables us to monitor any changes in the performance criteria. This also covers your responsibilities.

Service Procedure

Fans

- Check and clean filters
- Check all mechanical mountings.
- Inspect all electrical connections and cables
- Check motor mountings and bearings
- Check operation of controller
- Check all grilles, covers and guards
- Clean all covers and panels.

Ductwork

- Clean to tr19 grease standard if available and if not advise any remedials required to bring system upto standard.
- Inspect duct for damage
- Inspect ductwork for leaks and advise recommendations.
- Check access panel door seals and advise if need replacing.

Canopy

- Clean behind filter housing and canopy connections.
- Clean around light fittings.
- Leave canopy filters (unless cleaned beforehand by your staff) out of canopy for your staff to clean and reinstall once cleaned. This stops the grease from the dirty filters dripping back into the clean canopy.
- Empty and clean any grease draws within canopy.
- Check for any imperfections and report if needed.

Freshair System

- Check and clean filters
- Check all mechanical mountings.
- Inspect all electrical connections and cables
- Check motor mountings and bearings
- Check operation of controller
- Check all grilles, covers and guards

Odour Control System(s)

- Check and clean filters
- Check all mechanical mountings.
- Inspect all electrical connections and cables
- Check all grilles, covers and guards
- Clean all covers and panels.
- Replace any disposable Filtration.
- Replace any UV lights.
- Replace any pre filters.
- Replace any bag filter.

The above is a guide as to the service procedure; systems do, however, differ in design and may be subject to additional checks not listed above. A detailed service report will be issued following every service visit.

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Standard Service Agreement Kitchen Ventilation Equipment

Primair Ltd
30 Hallsfield Rd
Walderslade
Chatham
Kent
ME59RS

AND

McCarthy And Stone Management
Barrington Road
Worthing
West Sussex
BN12 4XL

Primair Ltd will, for the above period, service all equipment and plant as detailed on the attached schedule.

Service visits will be as agreed and as detailed on the attached schedule.

The price quoted includes all labour, travelling time, cleaning materials and consumable items for the scheduled visits.

All Maintenance Contracts are paid 30 days from date of invoice

Maintenance visits will be arranged Monday to Friday unless agreed otherwise.

Primair Limited agrees to undertake the planned, preventative maintenance works on dates to be confirmed with the client.

All works shall be carried out in accordance with the manufacturer's recommendations, the company's procedures and the attached service schedule. A full report will be delivered upon completion of the works.

I/We wish to proceed with the service contract, as detailed above, please accept this as my/our instruction to activate the agreement and schedule the routine visits.

On behalf of – **McCarthy Stone Management Servies Ltd**

Signed: ..... **Print: .....**

Date: ..... **Order No: .....**

On behalf of - **Primair Ventilation And Fabrication Services Ltd**

Signed: ...P. GIBSON.... **Print:** .....Philip Gibson .....

Date:.....