

September's Round Table Discussion

Date: Wednesday, September 24, 2003

Topic: HVAC Service Contracts

Location: 3820 E. La Palma, Anaheim

[Click here for Map](#)

Time: 11:30am to 1:00pm

RSVP: Ron Moyer at 714.238.9070 or email at ronmoyer@rmcfs.com

Limited to 10 attendees; unlimited participants in audio conferencing

Cost: Free to attendees and audio conferencing participants

Lunch is provided to attendees as a courtesy of RMC Facilities Services



We would like to have Facility Managers who currently have service contracts with HVAC contractors to attend this meeting and share with others their experiences and preferences on this topic. **If possible, bring a copy of the service contract to share.** We also would like to encourage those that want to learn from the experiences of others to attend this round table discussion as well.

As we have in the past, if you are not able to attend in person on Wednesday, we will have a conference line available for you to listen in on the discussion. Thanks to **Elise Luckham of New Century Mortgage** for this benefit. For conference line attendance, please contact Ron Moyer for conference line information.

Some questions asked will include:

1. Is it best to obtain a full-service contract or just service with parts and materials extra as needed?
2. Do you need to have your thermostat calibration as part of your service contract?
3. How often should you check the design flow rate of air through the diffusers through out your facility?
4. How long should you wait before you change your filters? When they are dirty or on a schedule?
5. Do you have sufficient outside air makeup and what percent of your air should be outside air?
6. Does your HVAC service contract need to include evaluation of mold building up in the duct system or drain pan areas?
7. Does your service contract include periodic inspections of your internal VAV boxes?
8. What systems are you using for DDC control of your HVAC system and is it a separate contract for programming, etc.?
9. Are you using cooling towers, and if so, do you have a comprehensive preventive maintenance program for the water chemistry?
10. Do you understand the fine print of your service contract?