

Subcontractor Scope of Work

HVAC Maintenance

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Scope of Work for HVAC Maintenance Services

Project Overview

This letter defines the scope of work to be performed by the subcontractor for HVAC maintenance services for [Project Name/Location].

Scope of Work

- Routine inspections of HVAC systems (monthly/quarterly as agreed).
- Filter Replacement: Change filters as per the schedule or when required.
- Cleaning of condenser and evaporator coils.
- Checking refrigerant levels and topping up if necessary.
- Inspecting ductwork for leaks and blockages.
- Calibration of thermostats and controls.
- Documentation of maintenance activities and recommendations.

Deliverables

- Monthly Maintenance Reports.
- Record of any repairs or replacements performed.
- Recommendations for system upgrades or replacements as necessary.

Timeline

The maintenance services shall commence on [Start Date] and continue until [End Date]. All reports and documentation must be submitted within 5 days of the completion of each maintenance session.

Contact Information

Please direct any inquiries regarding this scope of work to:

Name: [Your Name]

Phone: [Your Phone Number]

Email: [Your Email Address]

Acceptance

By signing below, you agree to perform the services as outlined in this scope of work.

Authorized Signature: _____

Date: _____

Thank You

We appreciate your prompt attention to this matter and look forward to a successful partnership.