



## **PACIFIC BUILDING GROUP FACILITIES SERVICES MAINTENANCE CONTRACT**

This maintenance service contract provides the following services on a monthly basis per customer request per month per location.

This proposal contains the entire agreement and shall become a valid contract after acceptance by customer.

Services under this agreement are to commence on the \_\_\_\_\_ day of \_\_\_\_\_, 2007, and continue on a month-to-month basis until terminated by either party with a thirty (30) day written notice.

The following services are within the capabilities of Pacific Building Group's Facilities Services and will be provided at the contracted labor rate plus parts cost and mark-up of 15%. Unless otherwise requested by the contract manager, services provided by Facilities Services to the customer shall not exceed the service schedule.

### **1. 24-HOUR RESPONSE AVAILABLE, 7 DAYS PER WEEK. CALL 858-452-6978.**

#### **2. Minor plumbing repairs:**

- Snaking drains/lines located to local plumbing lines
- Minor part replacement i.e., washers, Sloan valves, ball cock assemblies, etc.
- Replacement or repair of bathroom fixtures i.e., soap dispensers, toilet paper holders, etc.
- Semi-monthly inspection of all plumbing for possible blockage or damage to parts (reducing emergency calls)
- Minor pipe or connector repairs

#### **3. Interior and exterior lamp replacement and fixture maintenance:**

- All lamp replacement
- Lens/diffuser/globe replacement
- Tombstone and socket replacement
- Ballast replacement

#### **4. Minor electrical repairs limited to 120V circuit, standard, or dedicated lines:**

- Duplex outlet repair or replacement
- Repair or replacement of standard light controls
- Repair or replacement of 120V circuit breakers/fuses
- Replacement of damaged cover plates

**5. Door repairs:**

- Replacement or repair of hardware and locks in interior doors
- Repair or replacement of interior thresholds
- Minor adjustment to interior doors to allow for proper operation
- Adjustments, repairs or replacements to exterior doors.

**6. Furniture repairs:**

- Chair maintenance to include repairs to standard office chairs (includes all adjustments, caster replacement, lubrication)
- Repair or replacement of furniture hardware (includes drawer glides, lock replacement, small laminate repairs)

**7. Floor covering repairs and maintenance:**

- Ceramic tile and grout repair or replacement
- Linoleum and vinyl repairs or replacement
- Carpet seam repairs
- Replacement of carpet squares
- Base cove repairs or replacement

**8. Graffiti removal.**

**9. Wall covering repairs and touch up painting.**

**10. Drywall patching and repairs.**

**11. T-bar ceiling repairs, tile replacement and adjustments:**

**12. Fire extinguisher inspection.**

**13. Reports to update facilities administrator on all deficiencies and safety issues not covered under Maintenance contract.**

**14. Automatic arrival and inspection after earthquakes or other emergencies.**

**15. Discount hourly rates for extra services. (\$60.00 per hour).**

**16. Work orders reflecting services performed, materials used.**

**17. Monthly invoice with cover sheet reflecting each location.**

**18. Quality assurance.**

These services will be performed in a substantial and workman like manner according to standard practices.

Price per month per branch: Upon negotiation

All materials, supplies and equipment rental (lifts, trucks, trailers) are billed separately on a monthly basis (cost plus 15%).

This agreement does not include major equipment, construction improvements, breakdowns or catastrophe related incidents.

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Your Company Name Here

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Pacific Building Group's Facilities Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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