



Facilities Consultation and Services
Commercial HVAC Preventive Maintenance

COMMERCIAL HVAC PREVENTIVE MAINTENANCE SERVICES

Protect equipment. Reduce breakdowns. Extend asset life.

TSFE helps owners, property managers, condominium associations, retail centers, banks, offices, strip malls, and other commercial properties establish structured HVAC preventive maintenance programs. Our role is to help the property define the maintenance scope, identify equipment needs, coordinate service, document conditions, and support competitive contractor selection so management can make informed decisions before failures become emergencies.

TSFE HVAC REFERRAL NETWORK TSFE works with several qualified HVAC companies. When contractor service is required, TSFE can request and compare proposals from its referral network based on scope, pricing, responsiveness, qualifications, and service capabilities. The goal is to help the property select the best overall value—not simply the lowest number. Licensed HVAC work is performed by the selected qualified HVAC contractor.

Who We Serve

Condominiums and HOAs	Retail buildings and shopping centers	Strip malls and multi-tenant properties	Banks and financial facilities
Office and medical buildings	Hotels and hospitality properties	Commercial portfolios and property-management companies	

Preventive Maintenance Scope

The final checklist is customized to equipment type, age, access, manufacturer recommendations, and the selected HVAC contractor's approved scope. Typical PM items may include:

- Inspect rooftop units, split systems, package units, air handlers, fan coils, condensers, exhaust systems, and related controls as applicable.
- Inspect or replace filters according to the approved schedule; filters/materials may be quoted separately.
- Inspect evaporator and condenser coil condition and recommend cleaning when required.
- Inspect belts, pulleys, bearings, motors, blower assemblies, and visible vibration or wear.
- Check accessible electrical connections, contactors, capacitors, disconnects, and control components within contractor scope.
- Check operating temperatures, airflow observations, thermostats, and controls.
- Inspect condensate pans, drain lines, traps, and visible drainage conditions.
- Check refrigerant operating conditions when included in the contractor scope and permitted by licensing requirements.
- Identify corrosion, damaged insulation, leaks, unusual noise, and other visible equipment concerns.
- Document deficiencies and recommend corrective repairs or equipment replacement evaluation.

Recommended Service Levels

Program	TSFE Fee	Contractor PM	Best For
HVAC PM Assessment	\$750-\$1,500	Quoted separately	New clients, scope development, equipment inventory and contractor bid preparation
Managed PM Program	\$250-\$500 / visit	Quoted separately	Properties wanting TSFE to coordinate scheduled PM, review reports and track deficiencies
Annual HVAC Management	\$1,500-\$3,500 / year	Quoted separately	Properties wanting recurring coordination, bid support, documentation and annual condition review

Contractor pricing benchmark: Commercial PM pricing varies materially by tonnage, equipment type, age, access and visit frequency. TSFE therefore obtains site-specific contractor proposals rather than promising one universal HVAC maintenance price.

Typical Contractor PM Budget Ranges

For budgeting only; final pricing comes from the selected qualified HVAC contractor.

Property / Equipment Example	Typical PM Structure	Planning Range
Small commercial property / 1-3 systems	Quarterly service	\$600-\$2,400+ annually
5-10 ton rooftop unit	Quarterly service	\$1,200-\$2,400+ annually
Standard 5-10 ton RTU	Per-unit annual PM	\$400-\$1,200+ per unit/year
Larger / complex equipment	Custom scope	Site-specific proposal

How the TSFE HVAC Program Works

1. Property & Equipment Review	TSFE reviews the property, available equipment list, current service history, recurring failures, access conditions and management priorities.
2. Scope Development	TSFE develops or organizes a preventive maintenance scope appropriate for the property and the equipment being serviced.
3. Contractor Referral & Proposal Comparison	TSFE may request proposals from several qualified HVAC companies in its referral network and compare price, scope, exclusions, service frequency, response capabilities and qualifications.
4. Property Selection	Management reviews the comparison and selects the HVAC company that best meets the property's needs and budget.
5. Preventive Maintenance Coordination	TSFE can coordinate scheduling, access, documentation and follow-up with the selected HVAC company.
6. Deficiency & Capital Tracking	Major deficiencies and aging-equipment concerns can be incorporated into TSFE's repair-priority and capital-planning recommendations.

Why Use TSFE to Coordinate HVAC Preventive Maintenance?

Competitive comparison

Multiple qualified HVAC options can be compared instead of relying on a single proposal.

Clearer proposals

TSFE helps identify differences in inclusions, exclusions, visit frequency and repair recommendations.

Capital planning connection

Recurring failures and aging systems can be incorporated into replacement forecasting.

Property-focused scope

The maintenance program is built around the property's equipment and operating needs.

Management visibility

Service reports and deficiencies can be organized for property leadership.

One point of coordination

TSFE can support communication between property management and the selected HVAC contractor.

Commercial Terms & Service Notes

Contractor Relationship: TSFE works with several qualified HVAC companies for referrals and proposal comparison. Unless specifically stated otherwise in a written agreement, the selected HVAC contractor is responsible for licensed HVAC maintenance, repairs, refrigerant work, electrical HVAC work, permits, code compliance, warranties, and technical workmanship.

Pricing: HVAC contractor pricing is separate from TSFE consulting, coordination and management fees unless a proposal specifically combines those costs. Final pricing depends on equipment count, tonnage, condition, age, access, frequency and scope.

Repairs & Parts: Repairs, replacement parts, filters, chemicals, coil cleaning, refrigerant, crane/roof access, after-hours service, and emergency response are not included unless specifically listed in the selected contractor proposal.

Proposal Comparison: TSFE's objective is to help management compare overall value. TSFE does not guarantee that the lowest-priced proposal will be recommended or selected.

Scheduling: Service schedules are coordinated with property management and the selected HVAC contractor. Quarterly maintenance is commonly recommended for commercial properties, but frequency should reflect equipment type, operating conditions and manufacturer guidance.

Payment Terms: TSFE project fees may require 50% to schedule and 50% upon delivery/completion for new clients. Established accounts may qualify for Net 15 or Net 30 terms. HVAC contractor payment terms are governed by the selected contractor's proposal.

Travel: Travel, parking, tolls, lodging and other approved travel expenses may be billed separately for properties outside TSFE's local service area.

READY TO BUILD A BETTER HVAC PREVENTIVE MAINTENANCE PROGRAM?

Contact TSFE Facilities Consultation and Services for a property-specific HVAC PM assessment and competitive contractor referral review.