

**Greater Vancouver**

101 - 1515 Broadway Street  
Port Coquitlam, BC V3C 6M2  
**604-475-7077**

ccelectricalmechanical.com

**C&C**  
**ELECTRICAL MECHANICAL**

**advantage**  
BUILDING SYSTEMS MAINTENANCE

## **Preventative Maintenance Proposal**

**NW 2912 Mayfair Gardens**



**Property Managed By:**

**Leslie Haycock**



Heating • Ventilation • Air Conditioning • Electrical • Plumbing • Drainage

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# advantage

## Building Systems Maintenance Done RIGHT!

The team at C&C has leveraged its extensive experience and developed the advantage Mechanical Maintenance Program designed specifically for Residential and Commercial Strata Buildings. Finally, a solution!

C&C Electrical/Mechanical now offers 3 tiers of Mechanical Maintenance Programs, designed to meet the specific needs of your property. Our advantage**BASE** program is our standard maintenance program, which we have offered for years. This program is based on the specific needs of both the building and the Property Manager. Knowing your building is our business!

We have found that the industry standard basic package no longer meets all of the needs of the residents, strata or Property Manager. Each year, numerous 'regular' service items must be sent out to tender, creating unnecessary workload for all involved. Our advantage**SAFE** and advantage**PLUS** packages provide maintenance above and beyond the standard programs available in the marketplace. They provide efficient and timely integration of annual maintenance requirements into our scheduled quarterly visits. This allows us to offer reduced overall costs to buildings involved in the program. Detailed descriptions of each package can be found on the following page. Customized plans are available on request.

When repairs are recommended, we also identify the urgency of the repair. Our hope is to complete all recommended repairs as soon as possible; however, we are sensitive to budget constraints that are sometimes felt by our customers. For these reasons, we have set up the following structure to help prioritize repairs required:

<b>P1</b>	<b>Urgent Concern – Imminent damage to equipment and/or safety concern</b>
<b>P2</b>	<b>Repairs required to ensure equipment/property is not damaged further</b>
<b>P3</b>	<b>Recommended repair to keep your building systems operating at optimal level</b>
<b>OK</b>	<b>Equipment tested, fully operational, no action required</b>

We are excited to offer a unique opportunity to our mechanical maintenance program members. Our sister company, Royal City Fire Supplies, are now providing fire inspection services as part of our mechanical maintenance programs.

We are offering two programs, designed to simplify managing your building. advantage**FIRE** incorporates your required annual fire inspection, reporting on any deficiencies or issues in the system.

advantage**FIRE+** is an add-on to the annual inspection, but includes items that are often added: annual winterization of the dry sprinkler systems, along with a full trip system test once every 3 years, as required by code.

Our goal... making your life easier!

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ad**van**tage**BASE**

The advantage**BASE** program is a traditional HVAC focused mechanical maintenance program. Many providers offer similar programs, but we believe we do it best! Our technicians ensure that your filters are changed EVERY quarter, not just when they look dirty. Belts are inspected and replaced if needed. Not only will they report on repairs needed, they are trained to also notice issues within the building and provide general notes on our report that detail work needed that is outside of the items covered in the program.

#### **This package includes basic maintenance on your critical mechanical systems**

- Domestic Hot and Cold-Water Systems
  - Includes Boilers, Storage Tanks, Hot Water Tanks, Circulation & Booster Pumps
  - Includes operational check for Pressure Reducing Valves and Double Check Valves
  - Inspected for leaks and proper operation
  - Burner assembly cleaned and flame quality inspected
  - Safety devices tested for proper operation (temperature and pressure relief valves, etc.)
- Ventilation System
  - Includes Make-up Air, Roof Top Units, Exhaust Fans
  - Filters changed quarterly
  - Belt tension adjusted; belts replaced when needed
  - Bearings lubricated
  - Safety devices tested for proper operation
- Cooling System
  - System components inspected for proper function
  - Confirm oil levels are within specifications
  - Confirm refrigerant levels are within specifications
  - Safety devices tested for proper operation
- Heating System
  - System components inspected for proper function
  - System is calibrated quarterly to match seasonal needs
  - Test chemical levels in closed loop systems
  - Safety devices tested for proper operation
- Sump System
  - Sump pumps Inspected and tested for proper operation
  - Report on sump pit condition indicating if cleaning is needed
  - Safety devices tested for proper operation

1, 2 or 3-year terms available

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## advantageSAFE

The advantageSAFE program includes ALL of the items in advantageBASE and adds maintenance for safety related items. All of this maintenance needs to be performed annually, and this program ensures that they are taken care of with a single decision as part of your maintenance agreement. This program ensures your building meets is municipal requirements to have all backflow devices tested annually, as well as ensuring the CO detection devices in the parkade are functioning properly.

To ensure efficient operation and to meet manufacturer's recommended maintenance, boilers need a full tear down and cleaning of the burners, heat exchangers and related components. Neglecting to complete this regularly will result in premature failure of the boiler, causing an unnecessary major expense to replace.

The advantageSAFE program delivers cost savings too! As many of these items can be completed while on-site for the regular quarterly visits, we can eliminate travel time and administrative costs, which we pass directly along to those subscribed to the advantageSAFE program.

### This package includes all advantageBASE items and adds the following maintenance items:

- All Backflow Prevention Devices certified annually as per city requirements
  - Includes a full cleaning, submission and tracking of annual notice of compliance
  - In the event of device failure, we will provide a report and costing to repair and certify
- All Parkade CO Sensors certified annually for proper operation
  - Includes full gas testing as per manufacturers recommendation
  - Full report and declaration of passing test
  - In the event of failure, report is issued with costing for repair
- Heating/Hot Water Boiler Tear Down & Clean
  - This includes a shut down and full dismantle of unit(s)
  - Full cleaning of heat exchanger
  - Burners and components are cleaned
  - Full combustion analysis and start up report

1, 2 or 3-year terms available



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## advantagePLUS

The advantage**PLUS** program includes everything in the advantage**BASE** and advantage**SAFE** programs, but takes property maintenance to a level not offered before. In this program, we maintain items that generally get ignored until major problems occur.

Electrical panel fires and failures, flooding and sanitary back ups can be all but eliminated with regular maintenance. Why wait until you have a sanitary sewer back up into the units to maintain your drainage lines? Regular clearing of these lines can ensure your residents don't have to experience this disruption, avoiding insurance claims.

The best part? C&C manages it all and delivers trouble-free living to properties that subscribe to advantage**PLUS**.

### This package includes all advantage**SAFE** items and adds the following maintenance items:

- Electrical Panel safety inspection (once in three-year term)
  - Report and picture documentation of Infrared hot spots and required further action
  - Tightening of branch circuits and found loose branch circuit wiring
  - Clean panel internals
- Storm Drainage Inspection (once in three-year term)
  - Camera Inspect all common perimeter drains
  - Report on findings and possible future concerns
- Sanitary System Clearing and Maintenance (once in three-year term)
  - Fully Auger and Hydro Jet clear all accessible horizontal sanitary drainage lines
  - Minor slope adjustments as required
  - Report on findings and possible future concerns
- Sump System and Catchment Clearing (once in three-year term)
  - Parkade Catchments and Sumps are cleared to ensure efficient operation

### 3 Year Term agreement

\*\*\*advantage**PLUS** clients also receive (once in agreement term):

- Large equipment condition report including a detailed analysis of the estimate remaining lifespan along with a current estimate of replacement cost to aid in future budgeting.
- A guided tour led by a senior technician detailing all mechanical equipment along with main water shut off locations to aid in emergency water situations.

**Royal City Fire Supplies Ltd.**

101 - 1515 Broadway Street  
Port Coquitlam, BC V3C 6M2

**604-522-1515**

royalcityfire.com

**ROYAL CITY**  
**FIRE SUPPLIES LTD.**



Introducing advantage**FIRE**: the most efficient way to ensure your fire prevention and suppression systems are functioning properly, with the convenience of a single call for service on all of your building's systems. This meets or exceeds the requirements of your annual fire inspection. This program can be added to any of our mechanical maintenance programs!

In partnership with our sister company, Royal City Fire Supplies, we are in the unique position to provide not only HVAC, Plumbing and Electrical services, but we can also manage your Fire Prevention and Suppression needs as well!

This program takes care of all components present in your building. After this inspection, we provide you with a comprehensive report, indicating deficiencies and the costs associates with remedying them.

**This package includes all of the items below that are present in your building:**

- Fire Alarm Control Panel Inspection and Testing
  - All Signalling devices are inspected and tested for proper operation.
    - Horns/Buzzers/Bells/Speakers/Strobe lights
  - Activation devices are inspected and tested for proper function.
    - Pull Stations/Heat and smoke detectors/Flow switches/Sprinkler valves and tamper switches
- All emergency equipment is inspected and tagged.
  - Fire Extinguishers/Emergency lighting/Fire hoses
- Sprinkler Systems are tagged after being inspected and tested for proper operation.
  - Wet & dry sprinkler systems
  - Fire pumps if present
- Unit inspections and testing of all in-suite devices including smoke alarms
- Evacuation tests
- Elevator shaft fire system inspections

1, 2 or 3-year terms available

**Upgrading to advantageFIRE+ adds the following:**

- Annual winterization of dry sprinkler systems
  - Drain excess water from all accessible system low points to prevent freezing.
- Full dry sprinkler trip test as required every 3 years by BC Fire Code
  - Includes recording of trip time and water delivery time to inspector's test point.

3-year term

Inspections • Fire Alarms • Fire Sprinklers • Smoke Detection • Fire Suppression

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## Mechanical Maintenance Program Agreement

**NW 2912 Mayfair Gardens**  
**33401 Mayfair Ave, Abbotsford**

**C&C Electrical Mechanical** and **NW 2912 Mayfair Gardens**

Have agreed upon the attached terms and conditions for Cobing Building Solutions Ltd. dba C&C Electrical Mechanical and dba Royal City Fire Supplies to provide professional services for the location(s) listed in this agreement and have selected the maintenance program below:

<input type="checkbox"/>	advantage <b>BASE</b> Mechanical Maintenance Program	\$348 / Quarter
<input type="checkbox"/>	advantage <b>SAFE</b> Mechanical Maintenance Program	\$813 / Quarter
<input type="checkbox"/>	advantage <b>PLUS</b> Mechanical Maintenance Program – 3-year term	\$1091.33 / Quarter

<input type="checkbox"/>	advantage <b>FIRE</b> System Maintenance Program	\$1120 / Yearly
<input type="checkbox"/>	advantage <b>FIRE+</b> System Maintenance Program – 3-year term	\$245 / Yearly

For the agreed upon term of:	_____ Years
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<input type="checkbox"/>	C&C/RCF is authorized to complete repairs under \$500 without prior approval	Initial x _____
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ACCEPTED BY:

**Mayfair Gardens**

\_\_\_\_\_  
Authorized Building Rep.

\_\_\_\_\_  
Date

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## Mechanical Maintenance Program Terms and Conditions

1. Any legal action against the contractor relating to this agreement, or the breach thereof, shall be commenced within one year from the date of the work.
2. Contractor will not be required to move, replace, or alter any part of the building structure in the performance of this agreement.
3. In the event Contractor must commence legal action in order to recover any amount payable under this agreement, Customer shall pay Contractor all court costs and attorney fees incurred by Contractor.
4. All planned work under this agreement will be performed during the Contractor's normal working hours.
5. The annual agreement price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm estimate will be submitted for customer's approval. Should customer not authorize the repairs, Contractor may remove the unacceptable system(s), components(s), or part(s) from its scope of responsibility and adjust the annual agreement.
6. Any alteration to, or deviation from, this agreement involving extra work, cost of materials or labour will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
7. If indicated on the Agreement, Contractor is authorized to complete repairs costing less than \$500 + GST without gaining prior authorization.
8. The annual agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material, and other costs.
9. Customer will promptly pay invoices within ten (10) days from receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this agreement without notice and/or cancel this agreement, and the entire agreement amount shall become due and payable immediately upon demand.
10. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
11. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect consequential damages.
12. This agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.
13. Any recommendations and/or problems to be noted and authorization received before repairs are undertaken except where the matter is urgent or a safety concern.
14. This agreement will automatically renew at the end of the agreed upon term, subject to a 3% inflationary price adjustment.
15. The agreement can be terminated with 90 days notice by either party, unless otherwise stipulated in the agreement. Where termination is requested within the agreed upon agreement term (1-3 years), the customer is responsible to pay for all work completed on a time and materials basis, less any quarterly installments that have been paid.



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