

Property Maintenance Specialists !!!

## MAINTENANCE CONTRACT

**CONTRACT NUMBER: H0XXX/201X**

Contract Start Date : Date Month Year  
Contract End Date : Date Month Year

NAME	
ADDRESS	
TEL	
FAX	
E-mail	

For a total amount of AED 4,000.00  
**Four Thousand Dirham Only.**

**TERMS OF PAYMENT: 100% PAYMENT ON SIGNING OF THE CONTRACT**

### *PAYMENT TERMS.*

*CASH / CHEQUE In favor of Home Talents Technical Services LLC.*

#### **Bank Transfer Details**

RAK Bank  
A/C No - 0035470031061

For Home Talents Technical Services LLC

Customer

.....  
Name:      Signature:      Date: xx/xx/xxxx

.....  
Name      Signature      Date

Stamp

**HOTLINE: 055-6133868 / 050-8671559**

Air-conditioning, Ventilations & Air Filtration Systems Installation & Maintenance, Electromechanical Equipment Installation And Maintenance, Plumbing & Sanitary Contracting, Painting Contracting, Insulation Contracting, Wall Paper Fixing, Cladding Works, Engraving & Ornamentation Works, Carpentry & Flooring Contracting & Floor And Wall Tiling Works.

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## Annexure

### Package - Home Talents Classic

#### Scope Of Work

##### 1. Services

Home Talents Technical Services LLC shall carryout maintenance jobs relating to:

- Electrical Supply, equipment and electrical distribution services.
- Water supply, sanitary ware and drainage services.
- Air Conditioning supply and associated equipment services

Supervised, uniformed technicians will attend all emergencies within 2hrs, 6 Days a week (Saturday to Thursday from 7.30am – 6.30pm) upon you lodging the compliant.

##### 2. Planned Preventive Maintenance

A preventive maintenance program will be provided in writing by Home Talents within 30 days after signing the contract for all air conditioning units every Four months and electrical & plumbing, every six months.

##### 3. Mechanical, Electrical and Plumbing

Services under this include:

- Repair and or replacement of mechanical & electrical equipment including distribution boards , circuit boards , circuit breakers, ELCB, light fittings, control panels , switches & water –heaters.
- Repair of water pumps, which can be done on site.
- Repairing of external leaks in pipes.
- **Cleaning of water tank once a year.**
- Repair and replacement of sanitary-ware fittings and attention to drainage problems ( Please refer to spare parts / materials clause below in case of replacements )

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### Air conditioning

An annual **three major AC services** of indoor and outdoor units shall be provided, which includes the following ;

- Cleaning of filters.
- Cleaning and checking of electrical components.
- Pressure washing of coils.
- Topping up of refrigerant gas (gas will be charged separately).
- Belt replacement, lubrication and cleaning of drain lines.
- Placing of drain flow tablets in drip trays.
- Changing compressor oil and filters if necessary.
- Minor painting touch-up and minor repairs to insulation. (Please refer to spare parts/materials clause below in case of replacements)

### Carpentry & Aluminum extrusions fittings

Services under this shall include:

- Repairs of fly screens, windows and doors, excluding replacement of same.
- Repairs of broken catches, hinges and drawer to fixed cabinets and fixed cupboards.
- Repairs of door catches, locks and hinges. (Please refer to spare parts/materials clause below in case of replacements).

### Masonry

Services under this include:

- Minor grouting, application of sealant and fixing of isolated tiles.  
(Please refer to spare parts/ materials clause below in case of replacements).

### Pest Control

Services under this include – One time Yearly:

- **External/internal pest control will be carried out on a yearly one time.**

### Emergencies

The following circumstances are considered Emergency.

- Total electricity failure/breakdown
- Total air-conditioning failure
- Total water stoppage
- Major leakage related to plumbing (e.g. water gushing out, leakage from plumbing etc)
- Major blockage of drainage

### Spare Parts/ Materials

Spare parts and materials are not covered under the scope of this Annual Maintenance Contract. Such parts and/or materials that are required to restore functioning of equipment or system under the scope of work shall be used appropriately and will be charged at the **actual cost plus 20% handling charge.**

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### Services Excluded

The following services are expressly excluded from the scope of this Contract:

- Repairs and/or replacement of electronic items or Home Appliance.
- Power, water, drainage and telephone services (being the responsibility of the relevant local authority).
- Internal water leakage, e.g. under the bathtub, WC, inside the wall, ceiling, under the interlock & garden areas).
- Major Job related to MEP or Civil works.
- Garden irrigation system (sprinklers).
- Gardening and horticultural work.
- Emptying of septic tanks and janitorial cleaning.
- Changing of any insulation material to ductwork chilled water pipe lines.
- Changing of any corroded chilled water, domestic water or drainage lines.
- Picture hanging, painting and decoration jobs.
- Carpet cleaning and carpet shampooing.
- Replacement of broken windows, window glasses, doors, door glasses.
- Swimming pool filters repairs plus installations.
- Swimming pool pump repairs plus installations.
- Swimming pool re plumbing.
- Automatic garage doors/gates.

The above jobs/services can be performed at additional charge.

### Terms & Conditions in addition to the General Terms and Conditions

- **Home Talents** staff shall be provided with free use of water and electricity and free access to any part of the premises, to perform the required tasks under this agreement.
- All invoices raised by Home Talents for spare parts, additional jobs and additional services not included in this contract/scope of work shall be settled upon presentation. Failure to promptly settle these invoices may result in suspension/discontinuation of all services under this Annual Maintenance Contract and can only be restored upon full settlement.

Agree to the above Scope of Work and the Terms & Conditions.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
for

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