PREVENTIVE MAINTENANCE PROPOSAL

Albuquerque International Balloon Fiesta

4401 Alameda Blvd NE Albuquerque, New Mexico

12-month program | Two coordinated site visits | November 10, 2026

PROGRAM AT A GLANCE

COVERED ASSETS	ROOFTOP UNITS	EVAP COOLER	SITE VISITS
6	5	1	2 annually

PURPOSE AND COVERAGE

Air Now, LLC proposes preventive maintenance for the five packaged gas/electric rooftop units and one rooftop evaporative cooler identified in this proposal. The program combines semiannual equipment checks with seasonal cooling startup, heating checks, cooler winterization and written service findings.

FIRST VISIT PRIORITIES

Confirm equipment tags, readable model and serial numbers, filter sizes and quantities, belt requirements and cooler media. Establish operating readings and document any conditions requiring separate repair authorization.

ANNUAL INVESTMENT

12 MONTHS OF PLANNED MAINTENANCE	ANNUAL PRICE
Five RTUs and one evaporative cooler Two coordinated site visits	$2,151.78 Plus applicable tax

The first service date and seasonal visit windows will be coordinated with the customer. Applicable gross receipts tax is additional; the bid sheet does not establish a tax rate.

1 ANNUAL SERVICE CALENDAR

Two visits are included during the 12-month service term. Seasonal activities will be aligned with the start date, weather and facility operating schedule. Dates are not yet booked.

WINDOW	FIVE ROOFTOP UNITS	EVAPORATIVE COOLER
Spring	Cooling startup, filters, condenser and condensate checks.	Inspect media, pan, pump, float, bleed and water distribution. Prepare for use.
Fall	Heating startup, burners, ignition, venting and safety checks.	Seasonal shutdown and accessible water-system draining.

2 EQUIPMENT SERVICE SCOPES

RTU-1 THROUGH RTU-5

Inspect filters and replace standard filters within the included consumables allowance. Inspect belts, pulleys, fan assemblies, accessible wiring and electrical connections. Check thermostat and operating sequences, economizer operation where fitted, condensate pans and drains, and accessible condenser coils. Perform routine accessible coil cleaning within the maintenance allowance. Record operating temperatures and electrical readings as appropriate to conditions.

At seasonal startup, check cooling performance and gas-heating operation, accessible burners, ignition, venting and safety controls. Investigate abnormal conditions and provide repair recommendations. Refrigerant addition, leak repair, replacement belts and corrective repairs require separate authorization.

ROOFTOP EVAPORATIVE COOLER

Inspect accessible pad/media condition, pump, float valve, bleed arrangement, belt, bearings and water distribution. Clean accessible pan and distribution components within the routine allowance. Perform spring startup and fall shutdown. Mid-season checks and additional freeze-weather visits are not included. Media and repair parts beyond the allowance are quoted separately.

REPORTING AND COORDINATION

Provide an equipment-level service record identifying work completed, observed conditions and recommended corrective work. Customer provides safe roof access, utility availability and coordinated equipment shutdowns. Additional visits outside the two scheduled visits are separately authorized.

3 EQUIPMENT IDENTIFICATION REGISTER

ASSET / LOCATION	MANUFACTURER AND IDENTIFICATION	CAPACITY / VERIFICATION
RTU-1 / Roof	Carrier 48TFE007---501-- S/N 0801G24205	6 ton nominal 208/230V, 3-phase R-22: 9.0 lb Confirm filters/belt.
RTU-2 / Roof	Carrier 48TJD005---511GA S/N 1100G29923	4 ton nominal 208/230V, 3-phase R-22: 6.3 lb Faded serial: verify.
RTU-3 / Roof	Carrier 48TFE006 S/N 4600G20567	5 ton nominal 208/230V, 3-phase R-22: 7.9 lb Model suffix obscured.
RTU-4 / Roof	Heil / ICP RGV072HFFA0AAAA S/N C224907682	6 ton nominal 208/230V, 3-phase R-410A: 10.2 lb Confirm filters/belt.
RTU-5 / Roof	Heil / ICP RGV120HF2A0AAAA S/N P230873297	10 ton nominal 208/230V, 3-phase R-410A: 15.2 lb Marked (4) 20x20x2 filters: field verify.
Evap cooler / Roof	Champion / Essick S/N KI1100757 Tag not visible	Shared model label: 5500SD/N55S or 6500SD/N65S. Verify model, motor, pads and seasonal visits.

Equipment identifications are transcribed from the supplied photographs and bid sheet. RTU capacities are nominal model sizes. Verify uncertain identifiers before ordering parts. The cooler is identified descriptively because a numbered tag is not visible.

4 BASELINE ACTION REGISTER

ASSET	FIRST VISIT ACTION	BOUNDARY
RTU-1 to RTU-3	Inspect visible coil-fin damage and weathered components. Assess airflow and operating condition.	Inspection included; repair separately approved.
RTU-2 / RTU-3	Confirm faded serial and obscured model suffix.	Identification verification included.
RTU-5	Verify marked filter quantity and size: four 20 x 20 x 2.	Standard allowance applies.
Evap cooler	Confirm exact model, motor, media and shutdown requirements.	Routine seasonal service included.

Photographs document visible condition only. They do not establish equipment failure, refrigerant charge condition or completed service.

5 SERVICE PROPOSAL AND AUTHORIZATION

TOTAL ANNUAL INVESTMENT $2,151.78

6 covered assets
2 coordinated visits
Plus applicable tax

INCLUDED SERVICE AND COVERAGE

SERVICE	FREQUENCY / COVERAGE
Packaged gas/electric RTUs	RTU-1 through RTU-5. Spring and fall seasonal tasks.
Evaporative cooler	One unit. Seasonal tasks during two site visits.
Coordination and reporting	Scheduled travel, setup and equipment-level findings.

PRICING AND BILLING

Annual maintenance price before tax: $2,151.78. Applicable New Mexico gross receipts tax will be added. Total including tax will depend on the applicable rate.

Proposed billing: two installments of $1,075.89, plus applicable tax, corresponding to the two scheduled visits. These installments total $2,151.78. Service term: 12 months from the mutually agreed start date.

INCLUSIONS AND SERVICE BOUNDARIES

The price includes scheduled maintenance labor, site travel/setup, reporting and routine consumables within the bid-sheet allowances. Final filter and consumable requirements will be confirmed at the first visit. Additional requirements beyond the allowance will be quoted for approval.

Excluded unless separately authorized: corrective repairs, replacement components and belts, refrigerant and leak repair, filters or media beyond the allowance, specialized or major cleaning, lift/crane rental, roof or structural repairs, water treatment, and emergency or after-hours service. Unlisted equipment is outside this proposal.

ACCEPTANCE AND AUTHORIZATION

By signing below, the customer accepts the defined equipment coverage, two-visit annual scope and stated pre-tax price, plus applicable tax. Additional work requires separate customer authorization. The service start date will be agreed with Air Now, LLC.

CUSTOMER AUTHORIZATION	AIR NOW, LLC
Signature: _____ Name / title: _____ Date: _____	Signature: _____ Name / title: _____ Date: _____
Agreed start date: _____	Service term: 12 months

PHOTO REGISTER 1 OF 3

RTU-1



Equipment overview



Identification plate

RTU-2



Equipment overview



Identification plate

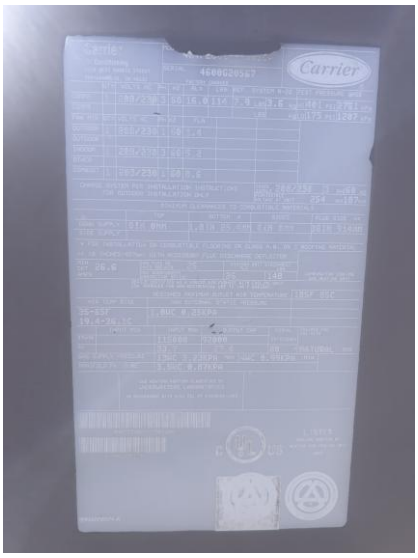
Supplied site photographs. Labels follow visible equipment tags and photo sequence. See the identification register for details requiring field verification.

PHOTO REGISTER 2 OF 3

RTU-3



Equipment overview

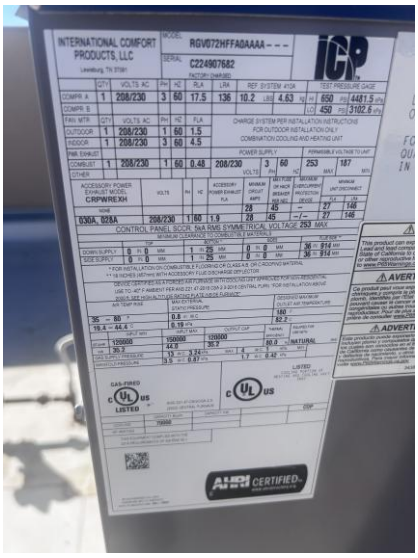


Identification plate

RTU-4



Equipment overview



Identification plate

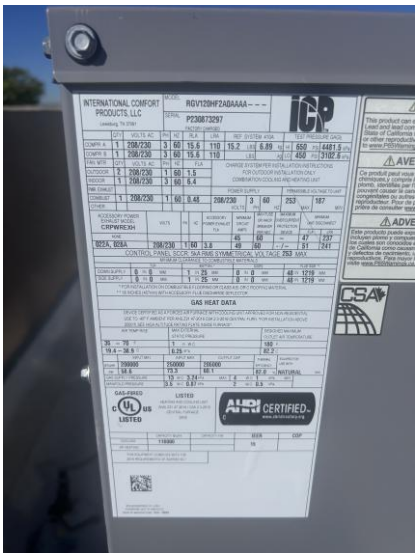
Supplied site photographs. Labels follow visible equipment tags and photo sequence. See the identification register for details requiring field verification.

PHOTO REGISTER 3 OF 3

RTU-5



Equipment overview



Identification plate

EVAPORATIVE COOLER



Equipment overview

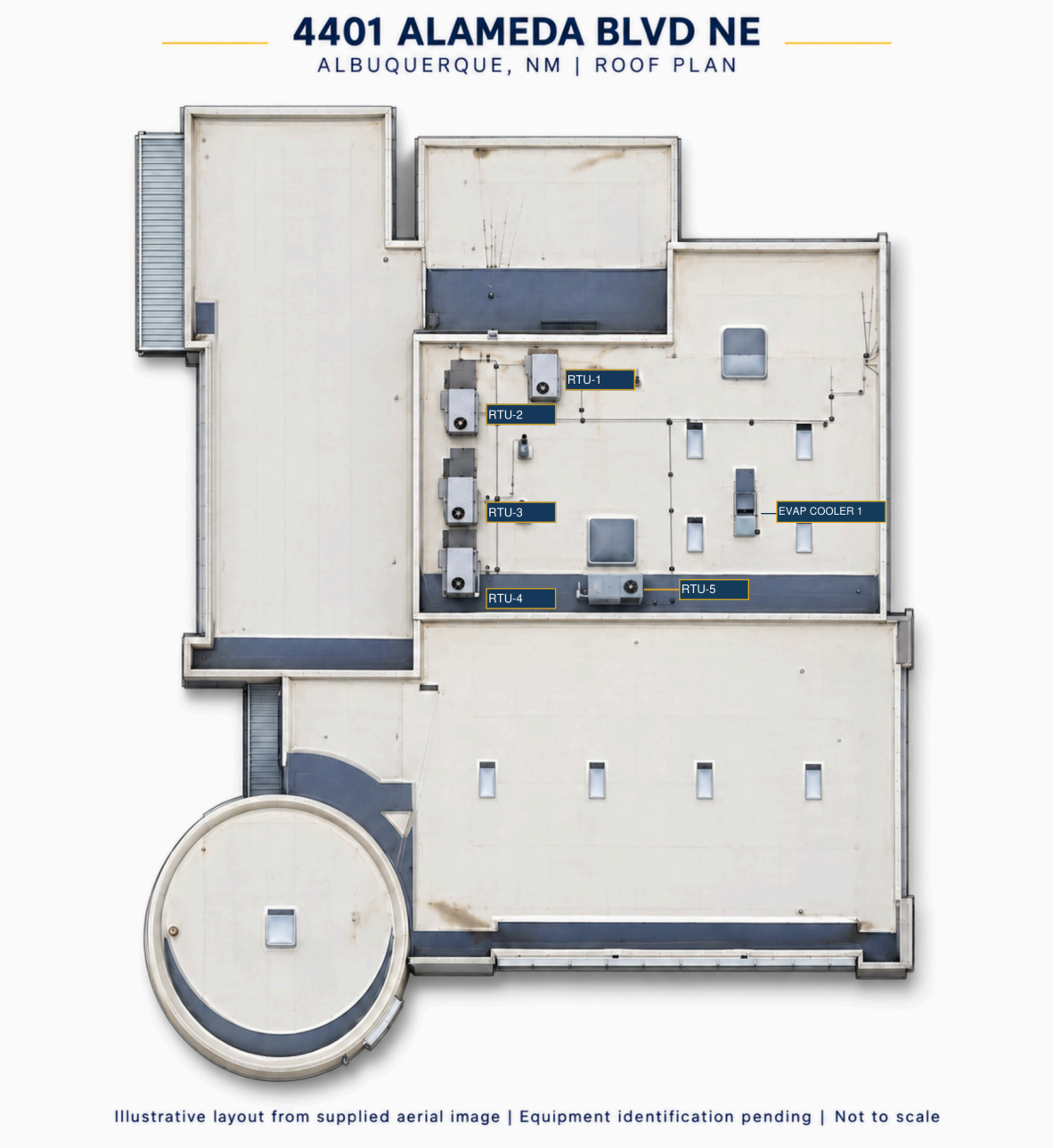


Identification plate

Supplied site photographs. Labels follow visible equipment tags and photo sequence. See the identification register for details requiring field verification.

ROOF DRAWING 4401 ALAMEDA BLVD NE

Site reference drawing



PROVISIONAL RTU TAGS - verify equipment type and numbering onsite. Click a label to edit.
Label text is fillable; roof illustration is fixed. Save a copy after editing in a PDF reader.

Roof reference shows RTU-1 through RTU-5 and Evap Cooler 1 (EC-1), using the updated drawing labels. Confirm equipment tags onsite. Illustrative plan only; not to scale.