



YOUR OWNING AND OPERATING COSTS

In order to better help us determine the annualized owning and operating costs of your facility's mechanical systems, please provide the copies of invoices for the following information. If available, twenty- four months would provide a more accurate view of operating costs.

Company Name: _____ Date: _____

1. Energy Bills (twelve months).....\$ _____
 - Electric
 - Oil
 - Gas

2. Contracted Services...(Preventive Maintenance)\$ _____
 - Heating and Air Conditioning
 - Temperature Controls
 - Indoor Air Quality

3. Parts and Materials...(Preventive/General Maintenance)....\$ _____
 - Air Filters
 - Lubricants
 - Refrigerants

4. Major Repair (Unit Replacement/Compressors Etc).....\$ _____
 - Labor
 - Materials

5. In-House Staff.....\$ _____
 - Dollar/Time Value

