

SCOPE OF WORK AND QUALIFICATIONS

The following is a scope of work for air system cleaning and decontamination at the following location:

CUSTOMER NAME & ADDRESS

Total time needed to complete this work is approximately ?? days.

The following Scope of Work highlights the basic requirements for a full service air system cleaning.

1. **Your Company Name** will submit records of experience if requested, and is regularly engaged in Commercial & Residential HVAC system cleaning & decontamination.
2. **Your Company Name** will furnish and possesses all necessary equipment, materials and labor to adequately perform this service.
3. **Your Company Name** will submit to the owner all Material Safety Data Sheets (MSDS) for all chemical products proposed to be used in the cleaning process. As well as have them at the job site while they are being used.
4. **Your Company Name** will provide proof of proper licensing for the city, county, and/or state work is being provided.
5. **Your Company Name** will provide proof of General Liability and Workers Compensation Insurance with minimum \$1,000,000 limits.
6. **Scope of Work:** This following statement defines the work to be performed to render HVAC components clean. **Your Company Name** shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system. The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes the entire heating and air-conditioning system from the points where the air enters the system to the points where the air is discharged from the system. The return air ducts to the air handling unit, the air handling units, mixing boxes, supply air ducts. **FILTERS ARE NOT INCLUDED IN ANY JOB BUT WILL BE INSTALLED IF PROVIDED BY PROPERTY OWNER OR MANAGEMENT.**
7. Debris removed during cleaning shall be collected and precautions will be taken to ensure that debris is not otherwise dispersed outside the HVAC system during the

cleaning process. When collection equipment is exhausting inside the building, HEPA filtration with 99.97% efficiency for 0.3-micron size (or greater) particles will be used.

8. All service openings created for cleaning will be made and sealed according to NFPA, and SMACNA Standards.
9. **Your Company Name** will comply with applicable federal, state and local requirements for protecting the safety of the contractor's employees, building occupants and the environment.
10. All cleaning methods require the use of mechanical agitation devices to dislodge debris adhered to interior HVAC system surfaces. **Your Company Name** is responsible for choosing the Source Removal Method that will render the system clean without causing any damage to the system.

Your Name & Title
Your Company Name
& Address

Date