

MN Commercial Refrigeration Preventive Maintenance Discount Application



Customer Information

(Customer must sign acknowledgement below.)

Request No. _____

Company name _____ Account number _____

Contact name _____ Contact phone _____

Installation address _____

City _____ State _____ ZIP _____

Business type (where equipment was serviced)

- | | | |
|--|--|--|
| <input type="checkbox"/> Grocery store | <input type="checkbox"/> Health care/nursing | <input type="checkbox"/> Educational facility |
| <input type="checkbox"/> Convenience store | <input type="checkbox"/> Lodging | <input type="checkbox"/> Food processing |
| <input type="checkbox"/> Agricultural processing | <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Restaurant/liquor establishment |

Incentive application

Contractor name _____ Contact phone _____

Address _____

City _____ State _____ ZIP _____

Total compressor HP serviced _____ Date of service _____

Otter Tail Power Company will reimburse contractors for preventive maintenance services up to the maximum contractor reimbursement amount indicated in the *Customer price for preventive maintenance measures* table and will bill customer as indicated in the *Customer price for preventive maintenance measures* table on upcoming electric service statement. Customer is responsible for preventive maintenance service measures exceeding the maximum contractor reimbursement amount in the *Customer price for preventive maintenance measures* table.

Customer price for preventive maintenance measures

Compressor horsepower serviced	Customer price (charged on upcoming electric service statement)	Maximum contractor reimbursement from Otter Tail Power Company
1 HP to 30 HP	\$29.95	\$525
31 HP to 100 HP	\$39.95	\$800
101 HP to 200 HP	\$49.95	\$1,050

Note: Otter Tail Power Company is **not** responsible for any preventive maintenance measures above the maximum contractor reimbursement amounts in the *Customer price for preventive maintenance measures* table. Otter Tail Power Company is **not** responsible for material, labor, and/or installation charges for adding refrigerant or any other services. See the back of this form for details.

Customer acknowledgment

I certify that the licensed refrigeration contractor indicated on this form has completed all necessary preventive maintenance measures to qualify for the Commercial Refrigeration Preventive Maintenance Discount program provided by Otter Tail Power Company. **I further acknowledge that I am eligible for one preventive maintenance discount from Otter Tail Power Company every two years per location.** My signature allows Otter Tail Power Company to bill me for preventive maintenance services, per the *Incentive application* section above, on my electric service statement. I am responsible for paying any charges above and beyond the maximum contractor reimbursement amount indicated in the *Customer price for preventive maintenance measures* table above.

Otter Tail Power Company Office Use Only

Verified one-time charge entered in CIS _____
 Approved _____
 Date _____
 Approved amount \$ _____

Customer signature _____

Print name _____

Date _____

Commercial Refrigeration Preventive Maintenance rules and regulations

Otter Tail Power Company reserves the right to deny any rebate which does not meet program guidelines included in this application. Program may be discontinued or modified at any time.

Preventive maintenance checklist

Otter Tail Power Company will provide customers with discounts for preventive maintenance measures provided by refrigeration contractors with current local, state, and/or federal licensing. At a minimum, preventive maintenance measures must include:

- Walk-in freezers and coolers**
Clean condenser coils, evaporator coils, condensate pan drains, screens, and filters; check refrigerant level; check fans; verify temperature set points (35° F. for coolers and -15° F. for freezers).
- Air handler and heat reclaim coil (if applicable)**
Clean evaporator coil, return-air grills, condensate pan drain, heat coils; check belts and bearings; notify owner/manager of condition.
- Frozen treat machines and condiment freezers**
Clean fan(s), evaporator, condenser coils, screens, and filters.
- Miscellaneous refrigerated displays, stand-alone coolers/ freezers, and specialty coolers**
Check refrigerant level; remove lower shelf to clean coils and drain; flush condensate pump; clean fan(s), evaporator, and condenser coils.
- Ice merchandisers (indoor and outdoor)**
Verify set point (0° F.), check refrigerant level, clean condenser.
- Thermometers, door heaters, and controls**
Verify proper operation.

Otter Tail Power Company will not provide discounts nor will the company reimburse contractors for any labor, materials, or supplies necessary for adding or maintaining refrigerant levels or for locating and/or repairing refrigeration system leaks. Otter Tail Power Company will **not** reimburse contractors for materials, parts, supplies, or labor necessary for any repairs, replacements, or maintenance above and beyond items listed in the preventive maintenance checklist.

Process

1. Customer schedules preventive maintenance with an approved refrigeration contractor/preventive maintenance service provider.
2. Refrigeration contractor/preventive maintenance service provider performs preventive maintenance measures.
3. Customer completes this form and emails it to Rebates@otpc.com or mails it to: OTP Rebates, PO Box 496, Fergus Falls, MN 56538-0496.
4. Contractor sends invoice for preventive maintenance to: Rebates@otpc.com or OTP Rebates, PO Box 496, Fergus Falls, MN 56538-0496. Contractor must bill customer for any services rendered above and beyond preventive maintenance listed in the preventive maintenance checklist or for any listed or unlisted charges that exceed the maximum contractor reimbursement amounts as listed:

Total compressor HP at site (Size)	Maximum contractor reimbursement
1–30	\$525
31–100	\$800
101–200	\$1,050

5. Otter Tail Power Company pays contractor for charges up to maximum contractor reimbursement amounts. Any charges for preventive maintenance services above the maximum contractor reimbursement amount are the responsibility of the contractor to collect from the customer as a separate payment for services.
6. Otter Tail Power Company bills customer for appropriate charge, based on compressor horsepower, on upcoming electric service statement.

Guidelines

1. The Commercial Refrigeration Preventive Maintenance Discount program is available only to customer facilities served by Otter Tail Power Company in Minnesota. Reimbursement from Otter Tail Power Company is available only for preventive maintenance measures completed by a licensed refrigeration contractor in accordance with local, state, and federal regulations.
2. **Customers are eligible for one preventive maintenance measure discount per two-year period.**
3. Costs associated with adding or maintaining refrigerant levels, replacing any refrigeration system components, locating and repairing refrigerant leaks, or system redesigns are not eligible for the Commercial Refrigeration Preventive Maintenance Discount program.
4. Otter Tail Power Company reserves the right to disqualify a contractor from the program if two or more applications submitted by that contractor are found to be invalid.
5. Otter Tail Power Company reserves the right to inspect preventive maintenance service work completed on any customer-owned equipment and/or to request a reasonable amount of additional information or documentation before applying any discounts. Otter Tail Power Company reserves the right to monitor the refrigeration equipment, at no cost to the customer and with no effect on the incentive amount, to determine actual savings for up to 24 months after the preventive maintenance work is performed.
6. Otter Tail Power Company is not responsible for any service work provided to customer by refrigeration contractors, nor does Otter Tail Power Company imply any written, spoken, or other warranty or guarantee of services provided to customer by any refrigeration contractors.
7. Preventative maintenance must be completed prior to December 31 to qualify for a current year incentive. Incentives on applications received after Dec 31 are subject to change. Applications received after March 31 for prior year maintenance will not qualify for an incentive.