**Dan Scheuring February 16, 2011**

Manager

**Park Grill Restaurant**

11 North Michigan Ave

Chicago, IL 60602

**Email:** **dscheuring@parkgrillchicago.com**

Dear Mr. Scheuring:

Thank you very much for taking the time to meet with me today about the services we provide to the hospitality industry. We are pleased to present you this proposal for the deep cleaning of your PTAC units. If you have any questions regarding my proposal, please do not hesitate to call me.

Below you will find pricing and descriptive information on the *Venue Hygiene®* *Solutions* for your property.

##### *Project details and cost for cleaning of PTAC units*

**Step #1:** Shut off power at circuit breaker (if needed)

**Step #2:** Remove power quick coupler from HVAC unit (located under unit on right side usually held on by two screws and a black access cap)

**Step #3:** Remove dirty air filter and vacuum

**Step #4:** Remove plastic front cover to gain access to front coil and components of unit

**Step #5:** Unscrew two screws on each side of unit holding the PTAC to the wall sleeve

**Step #6:** Spray all coils with a heavy duty, water based, lemon scented foam cleaner in an aerosol can. The foaming action clings to all vertical surfaces and then separates and surrounds all soil deposits freeing them from the coil fins. The alkaline detergent foam breaks rapidly to cascade to the bottom drain for easy self rinsing or vacuuming. This product also contains corrosion inhibitors for metal protection

**Step #7:**  Vacuum all coils and catch pan to remove encapsulated soil trapped within foam.

**Step #8:** Inspect upper drain pan and hose (if plugged or restricted, remove and flush to ensure proper drainage)

**Step #9:** Inspect lower drainage trap (if plugged or restricted, remove and flush to assure proper drainage)

**Step #10:** Straighten any bent coil fins on A/C condensers and radiators to increase air flow and efficiency of unit.

**Step #11:** Slide unit back into wall sleeve and replace for bracing screws

**Step #12:** Replace plastic cover

**Step #13:** Install new air filter or cleaned filter

**Step #14:** Connect power quick coupler and replace black cap and screws

**Step #15:** Test unit to ensure it is working properly.

**\* Additional Step:** After cleaning,install anEPA registered, timed-released biocide tab in condensate pan. This is extremely effective against mold, algae, fungus, and other microorganisms. Product will last up to 6 months. Will not cause rust in condensate pans. Protect your equipment from rust and corrosion with our unique built in corrosion inhibitor.

*Cost PTACs bundled with deep cleaning package……………………………….$22.50 each*

*Cost for PTAC’s as a stand along service………………………………………..$25.00 each*

*\*48 hour cancellation notice required or a 15% cancellation fee will be charged.*

*\*All invoicing will be 30 days net terms.*

*  *

*Please complete this service agreement, sign it and return it to your local Renue Systems service provider.*

**Scope of Service:**

Description: Cleaning of PTAC units.

# Payment Terms:

# The sum of $\_\_\_\_\_\_\_\_\_\_\_\_is the agreed upon price for the services rendered with payment to made as follows:

1. Payment of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_according to the following schedule:

**30 Days Net Terms**

Please check here if your facility will be paying by P-Card \_\_\_ or credit card \_\_\_

*Card #* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Card type* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Exp. date* \_\_\_\_\_\_\_\_\_\_

# Acceptance of Service Agreement

The above pricing, specifications, terms and conditions are satisfactory and you are hereby authorized to commence the work as specified.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. # (if needed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_