**Shawn Jaremko January 16, 2019**

General Manager

**Ct. Yard Milwaukee Brookfield** 16865 West Bluemound Road Brookfield, WI 53005

Email: [shawn.jaremko@marriott.com](mailto:shawn.jaremko@marriott.com)

Dear Shawn-

Thank you very much for interest in 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.



***Why choose* Renue Systems *for your deep cleaning needs?***

* We are the leading provider of comprehensive deep cleaning services exclusively to the hospitality industry – we have proudly serviced thousands of hotels over our 30 year history
* We are the only company that has been a North America approved vendor of

**Avendra** since its formation

* Expertly trained, certified and uniformed employees that specialize in working in the hotel environment – no micromanaging of our team by your team is needed
* Proprietary equipment and chemicals, well-tested methodologies and significant ongoing R&D to provide top results
* Extremely responsive scheduling and highly flexible payment plans to meet your changing needs – we work when it is convenient to you and on a 24/7 basis
* Easy to understand and transparent pricing – and all our work is 100% guaranteed to your satisfaction
* Below is the descriptive information on the **Marriott Spec. for PTAC cleaning** with service by **Renue Systems**.
* ***Project details for cleaning of PTAC units***
* **Step #1:** Move furniture in rooms, if necessary, exposing floor space of approximately a 10’x10’ work area. Carpet should now be protected first with a blue plastic tarp and a cloth material tarp on top of that ensuring no water and chemical will spill onto the carpet.
* **Step #2:** Confirm PTAC unit is operational before cleaning. If not, stop and report this to property management.
* **Step #3:** Turn power of unit off and confirm all possible power supplies are in the off position. Turn off the power supply to the thermostat as well prior to unplugging any wires of the unit.
* **Step #4:** Remove cover from PTAC unit.
* **Step #5:** Vacuum cover and filters and place aside.
* **Step #6:** Disconnect unit power supply.
* **Step #7:** Unscrew the four screws from the corners of unit holding it to the sleeve.
* **Step #8:** Remove unit from sleeve. Vacuum any standing water from PTAC condensation pan prior to moving.
* **Step #9:** Place unit on a horizontal dolly and move to the spray room for cleaning.
* **Step #10:** With a soft brush and vacuum, clean the wall sleeve. Take note of any sleeves that seem to be out of pitch and notify property management.
* **Step #11:** Spray the wall sleeve with ChemTron Sani AC (CT-196). All chemicals used must be provided by ChemTron.
* **Step #12:** Place the PTAC unit inside of a containment tray to capture any water from cleaning process.
* **Step #13:** Prop the tray up on one side so that the water used during cleaning runs to one side of the PTAC for vacuuming during cleaning. (The unit should not be angled more than 22 degrees.)
* **Step #14:** Remove the screws on the supply fan screen exposing the blower wheel.
* **Step #15:** Spray the condenser and evaporator/compressor coils with ChemTron Fin Clean (CT-114). Then spray the condensation pan and blower wheel with ChemTron Fin Clean (CT-114). Allow for 2 minutes of dwell time prior to rinsing.
* **Step #16:** Starting at the top of the coils, work your way from side-to-side and then downward, rinse clean the coils using 20-40 psi water vacuuming up any water as it runs down the pan. Rinse clean the blower wheel. Use a ruler between the blades to keep the blower wheel from spraying water during cleaning. Reposition the blower wheel and ruler during cleaning, ensuring the entire blower wheel is cleaned thoroughly. Rinse clean the condensation pan, vacuuming up water and debris at the same time.

**Step #17:** Clean drain hose (if applicable) with high pressure drain blow out gun.

**Step #18:** Spray ChemTron Sani AC (CT-196) on condenser and evaporator coils as well as the blower wheel and condensation pan.

**Step #19:** Replace the screws of the blower wheel screen.

**Step #20:** Install the ChemTron Pan Purge (CT-155) strip in the condensation pan at the lowest / deepest point of the pan.

**Step #21:** Check foam gasket around sleeve and notify property if replacement if necessary.

**Step #22:** Slide unit back into wall sleeve. Replace any missing or broken screws and clips to ensure the PTAC unit secures snuggly inside the sleeve.

**Step #23:** Reconnect the thermostat wires. Reconnect electrical connectors to the power unit.

**Step #24:** Reinstall the PTAC cover.

**Step #25:** Turn unit on and check for proper operation. If any units do not power on after 10 minutes, please notify property management.

**Step #26:** Quality assurance: At the end of each day, ask hotel management to inspect five random rooms of their choosing accompanied by the lead cleaning technician.

We follow the following property rules:

1. Document rooms of units cleaned on property tracking sheet.
2. Use public or associates restrooms only. This policy is strictly enforced.
3. Do not at any point disrupt any bedding or furniture.
4. Ensure no guest disruptions occur.
5. Property staff is present during entering any occupied rooms.

*169 guestroom PTAC’s…………………………………………………………$6,084.00*

*ChemTron Chemical (exact costs)…………………………………………….$*

*Grand total……………………………………………………………………….$*

**PLEASE NOTE:**

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

*\*Renue Systems requires a $450.00 minimum service call charge per visit. This is NOT in addition to any scheduled work.*

*\** *In order for us to keep our costs down, we would like access to occupied rooms during the cleaning in order to complete the work in the time allotted for your project. We can do the entire property in just a few days minimizing the impact to guests and staff. Please notify guests of the pending service. We will not do rooms that have DND signs or are physically occupied with a guest. Guests can also choose which of the days we do the service in their rooms but we prefer to work in the most contiguous fashion possible without too much jumping around. Most properties just assign a staff member to open doors for us and to provide a presence during our cleaning. We are in and out of the room quickly in 20 minutes or so. New policy effective August 2021 please read: Due to the labor shortage and high demand on our services, we must complete your project on the dates scheduled. If you have remaining rooms that you could not allow us access to during the dates agreed upon, you will be invoiced in full and there will be an additional charge to reschedule those remaining rooms. Thank you for your understanding during these challenging times.*

*\*Hotel to provide complimentary lodging (if needed) to Renue employees at no charge during scheduled that will take more than 1 shift to complete.*

*\*Hotel to provide complimentary parking during any scheduled work or cost for that will be billed back to the hotel.*

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

**Scope of Service:**

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Payment Terms:**

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

\_\_\_\_\_\_\_\_\_\_\_\_ payments each for $\_\_\_\_\_\_\_\_\_\_\_ according to the following schedule:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check here if your property will be paying by P-Card \_\_\_ or check \_\_\_

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

*3 Digit Security Code (back of card)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*We reserve the right to charge a credit card fee for a project paid by credit card exceeding $10,000*

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_