

Cleaning to be done in 11 Weeks
(Mid April)

1. Implementation of cancellation policy
 - a. Meeting with monitoring contractor/quad leader by 2/3/03
 - b. Clearly explain policy to all contractors by 2/3/03
 - c. Assist monitoring contractors in developing spreadsheet of all calls for tracking purposes
 - d. All residents to be called by 2/15/03
 - e. Initial call – send letter right away
 - f. Simultaneous letter/3 additional calls within same 2-week period
 - g. No response within two-week period/official cancellation
2. Total number of common spaces and apartments need to be delineated (within building requests)
3. All HVAC/Exhaust inspections must be done by February 22nd (3 weeks)

Refer to attached chart

4. Group all buildings by street address/proximity
5. Apartments/common spaces multiple

Refer to attached chart

6. Reinforce policy that residents cannot change from test only to test and clean
7. License/Access Agreement Policy
8. Send cover memo to building owner with timeframe when access agreement if due (2 weeks)
9. Need to get access agreements quickly (within 1 week) in order to continue inspections.