

john garoutsos

From: john garoutsos [jgaroutsos@athenica.com]
Sent: Thursday, March 20, 2003 4:51 PM
To: Matthew Schoen; Eric Wilson
Subject: FW: Requested Information

The Requested Information. Please Forward to Pat Evangelista.

Isabel Negrón
 Athenica Environmental

1. 3/24-30/03 Scheduled
 Clean & Test-95
 Test Only-7
 3/31-4/6 Scheduled
 Clean & Test-16
 Test Only-6

111 / 758

2. Accomplishments during 3/10-16
 #Clean & Test Completed: 33
 #Test Only Completed:10
 #Wipes Completed:2

3. Accomplishments thus far this week:
 #Clean & Test Completed:41
 #Test Only Completed:6
 #Wipes Completed:1

4. #Cancellations with proper notification 0 and # without proper 3 notification for 3/10-3/16

5. #Cancellations with proper notification 3 and # without proper 7 notification thus far this week beginning on the 3/17

6. Follow Ups Sent 249

7. # of responses to above letters and results of responses received 60 of the 60, 57
 Scheduled Expiration Of Letters Sent
 Expiration Date
 3/26- 16

3/31- 93

23 Expired 3/19
 7 Expired 3/18
 7 Expired 3/17
 14 Expired 3/14

8. Since the beginning of this program, the # of total accomplishments for:
 Clean & Test: 320
 Test Only:253
 Wipe Samples:22

*200 - tied up
 205 - in process*

*clean test 799 →
 200
 1099*

*1 187
 2 82
 265
 187
 534*

letter

WTC APARTMENT CLEANING - QUAD C

	<u>AS OF 2/23/03</u>	<u>AS OF 3/5/03</u>	<u>Progress</u>
<u>CLEAN AND TEST INFORMATION</u>			
Total Apartments Cleaned and Tested	305	375	70
Total Floors Cleaned and Tested	341	362	21
<u>TESTING INFORMATION</u>			
Total Apartments Tested	19	33	14
Total Whole Buildings Signed up	39		
Total Whole Buildings Cleaned and Tested	23	24	1
Total Buildings WITHOUT SIGNED ACCESS FORM	12	12	
Total Buildings unscheduled for HVAC and C/T (no return calls)	2	2	
Total Buildings with scheduled dates for Clean and Test	2	2	
Total Apartments w/No Access Due to No Bldg Clearance	302	302	
Total Apartments with Wipe Samples	17	17	0
<u>CANCELLATION INFORMATION</u>			
Total 'Out of Program' Tenants Due to Non-Compliance	17	22	5
Total Tenants which decided to 'Decline Program'	53	62	9
Calls to Initiate Contact	2 or 3	2 or 3	
Total Letters Sent		410	410
Total Apartments Contacted (incl cleaned or tested)		938	938 → all contacted

<u>SCHEDULE INFORMATION</u>				
	<u>Feb 22 - 28</u>	<u>March 1 - 9</u>	<u>March 10 - 16</u>	<u>March 17 - 23</u>
Cleaned and/or scheduled for cleaning	30	58	45	9
Tested and/or scheduled to be tested	5	22	3	1
Common spaces cleaned and/or scheduled	20	22	0	0
Cancelled with proper notice	16	8	3	0
Cancelled without proper notice	2	1	0	0
<u>Pre-Inspection Scheduling and Cancellation</u>				
Scheduled	91	172	27	2
Cancelled	16	5		

Pre inspection cancellation policy

WTC APARTMENT CLEANING - QUAD C

	AS OF 3/5/03	AS OF 3/20/03	Progress
<u>CLEAN AND TEST INFORMATION</u>			
Total Apartments Cleaned and Tested	375	539	164
Total Floors Cleaned and Tested	362	412	50
<u>TESTING INFORMATION</u>			
Total Apartments Tested	33	72	39
Total Whole Buildings Signed up	39	39	
Total Whole Buildings Cleaned and Tested	24	25	1
Total Buildings WITHOUT SIGNED ACCESS FORM	12	12	0
Total Buildings unscheduled for HVAC and C/T (no return calls)	2	0	0
Total Buildings with scheduled dates for Clean and Test	2	0	1
Total Apartments w/No Access Due to No Bldg Clearance	302	81	-221
Total Apartments with Wipe Samples C&T	16	21	5
Total Apartments with Wipe Samples T	1	1	0
<u>CANCELLATION INFORMATION</u>			
Total 'Out of Program' Tenants Due to Non-Compliance	22	112	90
Total Tenants which decided to 'Decline Program'	62	297	235
Calls to Initiate Contact	2 or 3	2 to 3	
Total Letters Sent	410	410	0
Total Apartments Contacted (incl cleaned or tested)	938	1193	255

130 letters
to go out
final

	March 10 - 16	March 17 - 23	March 24 - 30	March 31 - 4/6
Cleaned and/or scheduled for cleaning	98	89	135	42
Tested and/or scheduled to be tested	22	15	9	5
Common spaces cleaned and/or scheduled	50	8	0	0
Cancelled with proper notice	16	12	N/A	N/A
Cancelled without proper notice	2	2	N/A	N/A
<u>Pre-Inspection Scheduling and Cancellation</u>				
Scheduled	92	91	46	3
Cancelled or no show for appointment	11	10	N/A	N/A

Apts cleaned to date 539
Decline 235
90

864

1185
864 -
321

297
112
410

ave. 5-7

301
410
235
175

1561

1185

1280
410