

From: Carmen Paredes <carmen.paredes@officeandgeneral.co.uk>
To: Graffiti Editions Limited <studio@graffiti.biz>
Date: Wed, 29 Feb 2012 22:02:16 +0000
Subject: RE: Mitre House SW3 as sent on 20/2/1
Thread-Topic: Mitre House SW3 as sent on 20/2/1
Thread-Index: Acz2Byp4qJivELS5RDOAr2oGZOeinQBJW2R8
Accept-Language: en-US, en-GB
acceptlanguage: en-US, en-GB
X-MC-Unique: 112022922022400202
X-CNFS-Analysis: v=1.0 c=1 a=iDEp0aufGAwA:10 a=y5Yd6A0r9mMA:10 a=N659UExz7-8A:10
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a=rUyz8ZAoEuFeVG6r:21

Hi Mr Brown

Sorry for the late reply, hope you are well.

Pls find enclose quote as requested;

One off deep buffing stone floors clean the price will be.....£620 plus VAT.

After this clean Bunny will maintain floors, could you pls let me know when would you like us to go ahead with the extra clean on site.

All the points you mentioned yes they are Bunny duties every visit.

Kind regards

Carmen Paredes
Senior Account Manager
O&G
M: 07970 200411 / E:carmen.paredes@officeandgeneral.co.uk

From: Graffiti Editions Limited [studio@graffiti.biz]
Sent: 28 February 2012 10:52 AM
To: Carmen Paredes
Subject: Fwd: Mitre House SW3 as sent on 20/2/1

Date: Mon, 20 Feb 2012 17:05:15 +0000
To: carmen.paredes@officeandgeneral.co.uk
From: Graffiti Editions Limited <studio@graffiti.biz>
Subject: Mitre House SW3
Cc:
Bcc: Segar & Lindy And Sacha Karupiah <segar_9@hotmail.com>, Michele Sigg Hillgarth <michele@hillgarthart.com>, Jamil Raja <info@jraja.co.uk>, studio@graffiti.biz

X-Attachments: :Macintosh HD:402320:Internals Pixs Mitre House.pdf:

Dear Carmen -

Many thanks for attending this morning and going through the various ideas to maintain Mitre House once it's properly decorated. As promised, I attach some pictorial reference.

As discussed, Bunny does an excellent job but needs more time to cover all aspects involved. As such, we will add an extra day per week to his normal 2 day (90 mins approx per visit) routine.

On these additional days (again approx 90mins) we will supply a schedule of works to be done focusing on one aspect to pay attention to only. These consist of 4 items meaning they will be done monthly (1 extra day per week):

1_Brassworks throughout (from Front door to top (3rd) floor), to include all brass fitments, floor and door kick plates, all handles and in due course, each tenant's new replacement door furniture. You are kindly arranging a special clean to begin with so as to alleviate re-brassing of items. If that does not work, removal and re-polishing will need to be arranged.

2_On landings 1, 2 and 3 - all small window panes in the wooden dividers/doors need a thorough clean both sides to scrape off and remove all excess dirt (which may take some time to do properly so could be done over a period as opposed to one day initially). The various other windows and fire exit door windows should also be cleaned once in a while when this section has been accomplished to satisfaction, as then, these small panes will only need brief attention once totally cleaned.

3_the Terrazzo flooring, once cleaned, will need to be looked after properly (as opposed to simply washing down). Appropriate polish and buffing to keep it pristine once cleaned professionally (either via O&G which you are quoting) or another if more appropriate.

4_one day left over for re-visiting areas still needing (unfinished) attention, most notably the flooring and brassworks most likely..

I will arrange with our Lift Contractors to adequately clean the lift landing grills grubbiness, as it not being safe for Bunny to accomplish adequately.

On the two regular days that Bunny attends - he will:

- a_ put out the refuse as usual in time for the dustcarts
- b_dust down (only) all communal areas (including stairs if littered) including the lift cage
- c_wash down the front porch and the arched windows above the front door on both inside and out (this needs doing now, but once done will last a month. And clean the lift interior car flooring if dirty.
- d_dispose of junk mail box contents
- e_check all lights working and report other defects if found
- f_sweep rear yard and basement stairs - and report any problems with our commercial neighbours.

On one spare day, we will also require the actual basement room thoroughly cleaned out (one large refuse bag and a broom is all that's needed), but that I can discuss with Bunny

as and when appropriate.

As discussed, we will be making sure the Cleaning cupboard on Ground Floor is properly decorated and maintained, hot water is made available, an electrical point is made available (both of which are at present) and some required apparatus installed for Bunny's use - namely a lightweight aluminium extending ladder and an electric floor polisher+ buffer.

Please advise which items are supplied by O&G within your fees and those which are not - I refer in particular to cleaning materials, light bulbs and installation, refuse sacks etc - please advise.

Again, thank you for your kind attention, and I look forward to your answers, revised costings, agreement to our outlined new schedule (which will obviously be adjusted to make it work better in time) and your Contract for signature.

Paul

Paul Brown-Constable
Mitre House Management Limited
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From: Carmen Paredes <carmen.paredes@officeandgeneral.co.uk>
To: Graffiti Editions Limited <studio@graffiti.biz>
Date: Mon, 26 Mar 2012 08:21:19 +0100
Subject: RE: RE: Mitre House SW3 flooring & brassworks
Thread-Topic: RE: Mitre House SW3 flooring & brassworks
Thread-Index: Ac0HIOLGs6JlZlY2T0e4i9b+N76vRADinzne
Accept-Language: en-US, en-GB
acceptlanguage: en-US, en-GB
X-MC-Unique: 112032608212304502
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Dear Paul

Apologies for the late reply,
The extra price for the wall it's £120
Brass the price will be £270, for all the plates.

Would you please let me know when to go ahead.

Best Regards

Carmen Paredes
Senior Account Manager
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From: Graffiti Editions Limited [studio@graffiti.biz]
Sent: 21 March 2012 07:00 PM
To: Carmen Paredes
Subject: Fwd: RE: Mitre House SW3 flooring & brassworks

Date: Mon, 12 Mar 2012 17:05:52 +0000
To: Carmen Paredes <carmen.paredes@officeandgeneral.co.uk>
From: Graffiti Editions Limited <studio@graffiti.biz>
Subject: RE: Mitre House SW3 flooring & brassworks
Cc:
Bcc: Segar & Lindy And Sacha Karupiah <segar_9@hotmail.com>, Michele Sigg Hillgarth
<michele@hillgarthart.com>, studio@graffiti.biz, susanna gnecco
<susannagnecco@hotmail.com>
X-Attachments: :Macintosh HD:202016579:x3 x lift door handles.jpg: :Macintosh
HD:202016579:x14 x door handles.jpg: :Macintosh HD:202016579:xkickplates&floorplates
.jpg: :Macintosh HD:202016579:xwall on stairs.jpg: :Macintosh HD:202016579:xwindow
ledges x 4.jpg:
Dear Carmen -

Just to thank you for arranging the test floor cleaning and brass cleaning (Byron and team) today - they did an excellent job and we will go ahead with the floor and brass cleaning once Mitre has been decorated and finished, which I think will be August/September latest.

The cost for the floor cleaning of £620 + vat is agreed (but I want to make that this includes the window ledges on each floor and the support wall down one side of the stairs which I did point out to you when you attended. I enclose a photograph to remind you.

As regards the cleaning of the brassworks - I have told Byron that I will remove all items that need cleaning (as I did for the test of the 3 items today) and replace them all when polished. As such, I list below the items to be cleaned (which Byron is now familiar with).

- a_ 14 brass door handles
- b_ 15 brass kickplates
- c_ 7 brass floor plates + (not removed: 16 small attachment brackets)
- d_ 3 lift door handles (not removed)

As regards the one extra day per week, we will commence that once all decorations are completed - I will advise you at that time.

Many thanks, Carmen - I think we are going to be very happy with these new arrangements.
Paul B-C

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