

PREPARATION FOR ON-LOCATION ELECTROSTATIC WORK

Please prepare the following for the day of your appointment:

ALL TYPES OF WORK

- Inform security that Porcelain Patch & Glaze crews will be working in the building.
- Inform the building management that Porcelain Patch & Glaze crews will be working in the building.

FOR FILING CABINETS

- Clear the tops & work surfaces of all pieces to be refinished. Remove all electronic devices (computers, etc.) from the immediate work area.
- **Empty the top two drawers of five drawer lateral files**, except when refinishing in-situ.
- **Empty the top drawer of four drawer lateral files**, except when refinishing in-situ.
- Empty storage cabinets, except when refinishing in-situ.

FOR ELEVATORS

- Please have an independent service key for the technician.

PP&G will call to confirm a few days before the appointment.

Please call if you have any questions.

THANK YOU FOR YOUR INTEREST IN OUR FIRM !!!!