

**Subject:** SOP, Theatre Maintenance, Lane Valente, An approved Vendor for bidding work at your locations

All,

We are adding an approved vendor that can bid on work consisting of Refrigeration, Electrical, GMC, Plumbing, Locks & Doors. Again, this is an approved company that may BID on work that needs to be completed. They are not authorized to do work without the Operations Team approval. If you have work that is not covered, you can always ask them for a recommendation. They may know someone that can help.

Attached is a print out and instructions on how to contact them to request bids.

In some emergency situations the Operations Team may provide instant approval for some work to be completed.

Some of you have already worked with LV and know they are pretty reliable but need to be monitored like all vendors.

If you have any questions after you read the attachment let us know.

A few other points on Theatre Maintenance:

- If costs are going to be more than \$100 you must have the Operations Team's approval to move forward
- When you have a Theatre Maintenance issue email the Operations Team and the Director of Construction
- Always get 3 quotes
- The same maintenance item(s) should not be on your EOM workbook for 2 consecutive months, in other words, you have 30 days to get a deficiency corrected

Cordially,

Scott Bagwell

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