



CALGARY  
AIRPORT  
AUTHORITY

1992 to 2002

*Celebrating Ten Years of Service*

January 2, 2007

On-Site Professional Computer and Electronic  
Equipment Cleaning Services  
Box 769,  
Crossfield, AB T0M 0S0

Attention: Jane Tetley, President

Re: Computer/Electronic Equipment Cleaning

Dear Jane,

This letter is written to thank you for the professional, almost seamless process with which your Cleaning Technicians performed their tasks. During December 2006, On-Site Professional Computer and Electronic Equipment Cleaning Services completed the cleaning and sanitizing of about 275 Authority computers and peripherals (printers, fax machines, copiers and various other equipment) for the fourth consecutive year.

Because of your diligence in keeping notes from year to year, you now have an excellent working knowledge of the various areas and specific needs for each of those areas. I appreciate your ability to carry out and complete the job with only minimal interruptions to the IT Department staff. It certainly helps because you have figured out our multiple areas and department locations.

Your accurate record keeping and reporting after the job is complete and has provided me with a useful "backup" for our asset and inventory control and recording system – a benefit that I did not really consider when I first acquired your services. Your final touch of disinfecting the equipment has made many of us feel better knowing you have removed flu bugs and germs that may have been lurking and it makes for a healthier environment.

I have had many positive comments from the various departments regarding the consideration your cleaning technicians have shown the Authority staff in our departments. It has been pointed out how clean and 'new' they leave the equipment and how careful they are while performing their duties.

Please give me a call in June to set up a time to clean and sanitize the remote areas that are subject to the outside elements. Then again in November, we will set up a time to clean and sanitize the computers in the entire airport including the Terminal Building, Remote Areas, Parkade areas, Airside Maintenance, ACC building, CCoC and SOC Centres, board rooms and the Utility Level areas.

Have a Happy New Year and I look forward to working with you in 2007.

Yours truly,

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