



Submillimeter Telescope Observatory

Steward Observatory
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MEMORANDUM

To: All
From: Thomas W. Folkers
Date: Oct 31, 2000
Subject: **Air Conditioning Maintenance.**

This memo is to inform everyone that as of November 1, 2000 the primary heating and air conditioning maintenance provider for the SMTO will be B & D Air Conditioning, Inc. of Safford. Sometime in early November, they will be coming to the site to perform the first of two annual "precision tune-ups". The second will be done sometime around April. After these tune-ups, they will be our maintenance provider for all heating and cooling needs.

The Safford number to reach B & D AC is 428-2550. Our customer service representative is Debbie Calderon. The company field supervisor is Nick Penrod.

If you have occasion to call after hours you will be placed into an automatic answering service. Follow the instructions and a service tech will call you back. All service calls are charged the normal rates less 15% and there are no additional charges for emergency calls, weekends or overtime. In addition we get a 15% discount on all parts and labor.

I hope that, through this program, we can get a handle on our maintenance costs and benefit from properly working HVAC systems.

Thanks

Thomas Folkers