

OnSite

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website update

This month's website updates include:

Home Page:

New Links to find what you need fast:

1. Invoice copies
2. W-9 form
3. Training registration
4. Additional help
5. Customer Care information including phone, fax and e-mail address



www.sitestuff.com

Access to Orders and Invoices:

Each user at a property is now able to view invoices associated with all orders for the property. Formerly, you were only able to view the invoices for orders you submitted. (Tip: Be sure to register your accounting/accounts payable contact as a user for your property so that this person is able to log in and view all invoices.)

- Invoices for Grainger walk-up purchases are now available online.
- SiteStuff credit memos are now available online.
- Invoices may now be viewed and printed from our improved Invoice Status page.

You are now able to conveniently search your orders by :

1. Invoice Numbers
2. Purchase Order Numbers
3. Web Order Numbers
4. Check Numbers

Catalog Enhancements:

- You are now able to print out your shopping lists.
- It is also easier to view the information you need on products. Select from "Concise", "Standard" or "Detailed" from the drop down menu to see the information you need.

Bid Management Tool:

- You may now award an individual Request for Proposal to multiple service providers with a click of a button.
- Additionally, you may communicate changes or negotiations with individual service providers by clicking "Negotiate."

If you have questions about using any of our new features, contact Customer Care at 1-877-778-7483 or email customercare@sitestuff.com.

product update

This month's updates in our product coverage include:

Mercury Waste Lamp Recycling

To recycle your lamps, simply purchase these containers from the SiteStuff on-line product catalog. The purchase price includes the container itself, return postage and the cost of recycling. You can locate the Mercury Waste products in the Lighting Category under "Recycling Containers" or call Customer Care for assistance.

Ice Melt Season has Arrived!

SiteStuff carries a full line of ice melt products suitable for many different climates and regions. These products are carried regionally by janitorial distributors. To ensure that you order the right type for your needs, please contact your local janitorial distributor partner or call Customer Care before making your first purchase.

Reminder – Air Filter Purchasing

As year-end air filter change outs draw near, keep in mind that SiteStuff carries a full line of pleated, bag, link box and roll media air filtration products from Airguard and American Air Filter including custom sizes. Contact SiteStuff Customer Care for assistance. A representative from the filter manufacturer of your choice will visit your property to help determine the right products for your specific applications.

Koala Bear Products Coming Soon

SiteStuff will soon offer Koala Bear Kare Baby Changing Stations, related convenience products and accessories suitable for use in restrooms and other common areas. Stay tuned for further updates.

searching for a janitorial service?

Finding a Janitorial Service to perform routine work in your facilities can be a very easy task if you first do your "homework". Although you may have a set list of cleaning needs or goals, this alone will not do. There are many factors for you to consider in your search for a janitorial service.

For starters, the low bidder is not always the right janitorial service for your job. The bid alone does not indicate if the janitorial service will meet your obligations and exceed your expectations.

When looking for a janitorial service, you must consider many key factors:



Quality Control. Find out what programs the janitorial service has created to ensure that high cleaning standards are met and that your company's needs are top priority.

Past Experience. Determine how long the janitorial service has been in business, what facilities the janitorial service currently cleans and how long have they cleaned those facilities. You may even choose to visit one of these facilities to see their work firsthand or telephone a listing of client references.

Equipment and Techniques. Find out if they use the current equipment and techniques on their jobs and if they have adequate staff to fulfill your cleaning needs. Of course, always be sure to ask for proof of insurance and adherence to existing state and federal labor regulations.

Finally, once you have addressed these factors, it is a good idea to meet and assess the owner, senior management or both to decide if you feel comfortable negotiating and working with them on a long-term basis.

Not only is your janitorial service one of your budget's biggest line items, it is also your company's biggest asset when it comes to first impressions and overall ambiance of a clean facility.

Sanitors, Inc. is ready to provide you with expert advice on all your cleaning and maintenance questions. For more information, please contact Sanitors, Inc. at info@sanitorsinc.com. or log on to www.sanitorsinc.com

Quality. Value. The Sanitors Commitment. The Sanitors Way of Doing Business.

Sanitors, Inc. is a National Service Provider at SiteStuff in the Janitorial category. Find them in the Contract Services section of the SiteStuff website at www.sitestuff.com/nsp.jsp.

storage and startup: a critical transition

There are important procedures to follow when making the transition from cooling to heating. Failure to properly follow them can haunt you for the next several months. Mistakes during this critical period often result in higher energy costs and reduced equipment life.

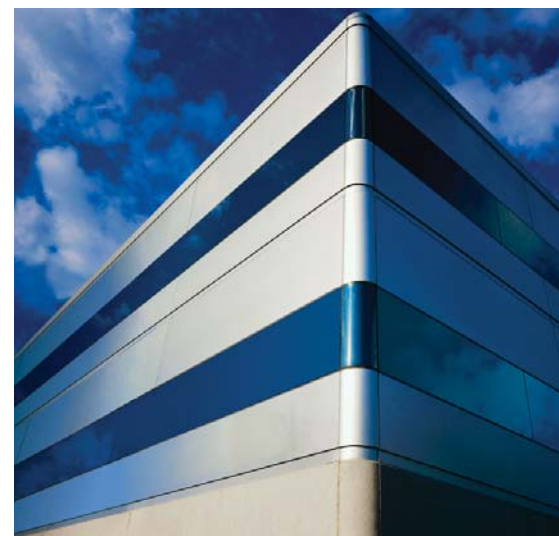
Here are some procedures that will help protect your system during boiler startup and storage.

Fall Startup

Transition From Dry Storage to Operation. First, remove any desiccant or drying agent you may have placed inside the boiler. Inspect and evaluate the condition of the boiler before startup. It is also a good idea to document the condition of the boiler with photos.

Next, fill the boiler to normal operational levels. The appropriate amount of water

brought to you by:



treatment chemicals can be added to the top of the boiler while it is open or pumped in during startup. The boiler is now ready for normal operation.

Transition From Wet Storage to Operation. The boiler can be started up with the wet storage chemical levels intact, but a cleanup procedure should be initiated as soon as possible. Begin adding the chemicals that are part of your regular water treatment program. Increase the bottom blowdown to quickly remove the high levels of sulfite and any iron that may be in the boiler. Continue until sulfite is in the normal 30-60 ppm range.

The boiler water may be turbid or even turn from gray to black. This could be the result of corrosion formation during lay-up. However, if you have maintained the correct sulfite levels, this dark color may only be a cleanup of old iron in the boiler when it was shut down.

The water sometimes may turn red or slightly orange. This is the result of corrosion products coming back from the condensate and should stop as the pH increases with your amine feed.

REMEMBER: When you are in a heavy bottom blowdown mode, you need to increase the chemical feed to maintain normal levels in the boilers. The chemical levels should stabilize in a week or so and blowdown schedules can be returned to normal. If this does not occur, consult your water treatment consultant.

Hot Water Boilers

As a general rule, hot water boilers are wet stored. They can be stored dry, but usually are not.

The normal wet-storage recommendation is to increase the corrosion inhibitor to the maximum level before shutting down the boiler for the summer. Corrosion inhibitors are far more effective when they are circulated throughout boilers. In the case of nitrite, circulation bathes the metal surfaces in the inhibitor, maintaining the protective film. With sulfite, circulation assures that all the oxygen is removed from the boiler. When boilers are stored, increased inhibitor levels are necessary to make up for the lack of circulation.

Transition From Wet Storage to Operation. Starting up with high inhibitor levels DOES NOT create a problem; however, an initial cleanup may be required.

Even with good storage procedures, iron in the boiler may turn the water dark. An initial increase in blowdown will usually remove the iron and clear up the water. It may be necessary to blow the boiler down enough times to turn the water over at least once. This means blowing down a volume equal to the volume of the boiler and piping. This should be done over a few days and never all at once.

REMEMBER: When using heavy blowdown for a cleanup, you must feed enough inhibitor to maintain appropriate levels in the boiler. This usually means extra feed for a few days. If the water does not clear up in about a week, contact your water treatment consultant.

Boiler Storage

At the end of every heating season, always set aside a week to thoroughly clean up hot water and steam boilers.

During this period:

- Increase the alkalinity to the maximum limit.
- Increase, or even double, the bottom blowdown.
- Maintain the phosphate and phosphonate levels by increasing chemical feed.

After shutting the boiler down, wash it out with water as soon as possible. Do not use a fan or electric light to speed the drying process. Exposed electrical wires are safety hazards.

Wet Stored Boilers

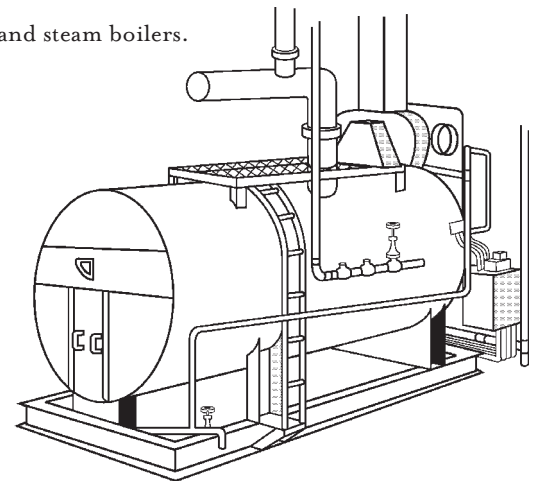
- Increase, or even double, the bottom blowdown.
 - If the boiler has been drained for inspection, make sure it is refilled to normal water levels.
 - Add enough sodium sulfite to establish 200 ppm.
 - Add enough caustic to maintain the p alkalinity at 400 ppm.
 - If the boiler has been drained and refilled, open the vents and heat the boiler for one hour to mix the chemical and remove the oxygen.
 - If the boiler was not drained, feed enough chemical to reach recommended storage residuals and shut the boiler down.
- Fill the boiler and steam head completely full of water for storage.

Residuals should be checked at least once per month to confirm that chemical levels are adequate to protect the stored boiler.

When the boiler is dry, place a quicklime, silica gel or activated alumina desiccant inside on trays and pans. The desiccant should be inspected every month to make sure it is still effective.

ChemAqua is a National Service Provider at SiteStuff in the Water Management category. Find them in the Contract Services section of the SiteStuff website at www.sitestuff.com/nsp.jsp.

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paving the way with SiteStuff: Terry Addington

Park Central VII a downtown office building in Dallas, Texas, needed a new cooling tower. With time constraints and cost in mind, Terry Addington looked to SiteStuff's Project Sourcing Team to outsource the RFP Bidding requests to achieve results in a timely fashion. By creating the bid package, coordinating the contractors and collecting bids from the contractors, SiteStuff was able to provide a summarized proposal to management. Furthermore, SiteStuff was also able to reduce the property's time spent on the bidding process.

"The ease of the process made working with SiteStuff very attractive. SiteStuff took a large amount of work off my plate, saved me money and I was still in control for the entire project."

Recently, Addington came back to SiteStuff to have another cooling tower installed in another one of his properties. When asked why he returned he stated:

"I returned to SiteStuff for many reasons, however the major one being the success of the first project. The best thing about using Project Sourcing is I can basically 'set and forget.' In other words, I can give SiteStuff the info about the project and know I don't have to worry about things getting done."

