

MEMORANDUM
Re: Painting

11 December 2014

To Whom It May Concern:

The Virginia Tech Corporate Research Center (VTCRC) is pleased to provide touch-up painting of our standard paint ("VTCRC White") for our tenants once per year at their request. We look forward to working together with you to improve the aesthetics in your work environment. Please be aware that your company has certain responsibilities in this process, which are outlined below.

Tenant Responsibilities:

1. Clearing space
 - a. This includes *moving and un-/re-hanging* all items in the space to be painted, for example:
 - i. Moving furniture/equipment away from walls
 - ii. Clearing cords and other obstructions
 - iii. Taking down all items hung on the wall(s) to be painted
 - b. If desired, the VTCRC can arrange for a subcontractor to do this work at the expense of the tenant. A quote would be submitted for approval before any work is performed.
2. Cost (if applicable)
 - a. The labor and materials costs to touch-up paint on walls that are *already* VTCRC White will be covered by the VTCRC. [**Please note:** the cost to *return* a wall to VTCRC White (which is required upon move-out) and/or *paint any other color* will be the responsibility of the tenant.]
3. Scheduling
 - a. Working with the VTCRC to schedule the painting during a suitable time frame.
 - b. To do this, please contact:

Eddie Williams, *Buildings Trades and Grounds Manager*
eddie.williams@vtcrc.com or 540-750-1338.

I understand and accept these responsibilities:

Printed name: _____

Signature: _____ Date _____

Position/Title: _____

VTCRC Responsibilities:

1. Cost
 - a. The labor and materials costs to touch-up paint on walls that are *already* VTCRC White will be covered by the VTCRC. [**Please note:** the cost to *return* a wall to VTCRC White (which is required upon move-out) and/or *paint any other color* will be the responsibility of the tenant.]
2. Scheduling
 - a. Working with the tenant to schedule the painting during a suitable time frame.

Please do not hesitate to contact the VTCRC Administrative Office with any questions or concerns. We thank you for your cooperation in this matter; it is our goal to ensure that all members of the VTCRC community enjoy a safe, clean work environment.