

HOW-TO KIT

STEP 1: Educate Your Restaurant Tenants

- ✓ **“Mall Restaurant” brochure (for property manager).** Includes information on retrofit and maintenance programs. It includes an example of lease language for any new tenants to put in your tenant’s lease specifications.
- ✓ **“Damage Control” brochure (for restaurant tenant).** Provide one copy to each restaurant tenant to demonstrate the hazards associated with rooftop grease.
- ✓ **Sample Letters.** In an effort to provide you with a template that can be used for your tenants, Grease Guard has compiled information from letters our clients have sent their restaurant tenants. One letter is for locations that do NOT have any grease protection. The second letter is for locations that have the Grease Guard system but have NOT been maintained or on the maintenance program.

Simply copy the verbiage onto your office letterhead and distribute to your restaurant tenants.

STEP 2: Complete and Return Rooftop Surveys

- ✓ **Blank Roof Survey Form.** Complete a rooftop survey for each restaurant tenant and include photographs of the rooftop grease problem. Email or fax completed surveys to your Grease Guard sales representative. Grease Guard can provide this service for a small fee.

STEP 3: Submit Proposal

- ✓ Within three business days of Grease Guard receiving your completed survey, we will send you a detailed proposal for each of your restaurant tenants. Our experience shows that property managers typically handle these purchases in one of two ways.

Option 1: The mall manager will purchase the Grease Guard equipment on behalf of their tenants and bill back the tenants.

Option 2: The restaurant tenants are required to purchase the equipment themselves by calling Grease Guard at 1-800-913-7034.

All you need to do is determine your desired option.