

“Company Letterhead”

**SAMPLE LETTER
TO TENANTS WITH A GREASE GUARD REQUIRING MAINTENANCE**

DATE: (MONTH, DAY, YEAR)

TO: (RESTAURANT TENANT CONTACT)
(RESTAURANT NAME)

FROM: (PROPERTY MANAGER CONTACT)

SUBJECT: **Rooftop Grease Containment**

It has come to our attention that your Grease Guard Rooftop Grease Containment System is not being properly maintained. If not properly maintained the Grease Guard filters can become oversaturated with grease and leak onto the roofing membrane. This grease will attack the roofing materials, causing them to fail due to swelling and blistering of the roof membrane.

This is an ongoing maintenance issue that must be addressed by you, as outlined in your lease. Failure to properly contain the grease discharged from your exhaust system may result in violation of fire codes, environmental codes and voiding of the roofing system warranty. To avoid fines and penalties, and in accordance with your lease, you are required to meet all local, state and federal regulations, as well as meet NFPA 96 standards, with regard to rooftop grease containment.

The filters in the Grease Guard require service approximately every quarter, depending on the cooking volume of your restaurant.

Due to the life safety hazards and the damage caused to the roofing system, we are asking that you make arrangements within 30 days from the date of this letter to schedule replacement of the Grease Guard filters. **You are also responsible for obtaining a maintenance agreement for the upkeep of the Grease Guard, and a copy of the agreement must be submitted to the mall office. Please contact them at 1-800-913-7034.**

We appreciate you sharing our concern about this matter and taking prompt corrective action. If there are any questions or concerns that I may address, please call me at ***(mall/owner contact information here)***.

Your signature information here