

TO: See Distribution List

DATE: June 30, 1970

FROM: T. F. Egan

Gentlemen:

From time to time I have stressed the importance of attention to details early in the design and bidding stages.

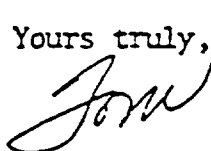
The attached is an outline of responsibilities for covering Mono-Kote projects with all interested parties. I'm sure Steve would state that these facts are necessary since he has gotten his education the hard way on some of these points.

You must all be a nut on details, and don't get put off by the comment of "Don't worry about it" or "We'll work it out."

On June 25, I alerted you to the increased concern and scrutiny of spray fireproofing applications. Here's an outline that Steve feels provides the service to the customers and safety to all concerned that the Mono-Kote is where it should be and as it should be according to the applicable codes, etc.

Prepare your checklist today so you won't be in problems tomorrow.

Yours truly,



Thomas F. Egan

TFE/jac

Attachment

June 18, 1970

Gentlemen:

Listed below are eight steps which, if followed, will guarantee a successful and profitable application of Zonolite Mono-Kote fireproofing. Coordination and cooperation between Zonolite and the fireproofing applicator are the keys to the following:

- 1) Maintain continual contact to insure that each project, regardless of size and location, is researched thoroughly in detail.
- 2) Mutually agree how best to formulate details of bid in order to gain the most advantageous competitive situation to fit the individual project.
- 3) Verify with the architect and/or local authority exactly which design numbers will be accepted for the specific project prior to the bid due date. This most definitely should be in letter form.
- 4) Verify by letter the exact conditions of sale per job, specifically price, freight, and delivery prior to bid due date. Any impending price change will necessitate a job list to be submitted by the applicator to Zonolite for price protection before the date of the price change.
- 5) Submit a notarized letter containing exact application details to all concerned parties (architect, engineer, general contractor, fireproofing contractor, local authority) prior to starting the application. See attached sample. This is normally accomplished by submitting the letter, plus four copies, thru the general contractor.
- 6) In the case of unpainted steel frame structures all surfaces to be sprayed with Mono-Kote shall be inspected by all concerned parties with a determination made at that time outlining, in writing, individual responsibilities. This subject should ideally be dealt with also prior to the bid due date, or qualified by the fireproofing contractor in his bid unless spelled out in the architect's specifications.

- 7) Prior to the start of application the Zonolite representative, together with the fireproofing contractor's representative and his job foreman, shall verify the details of application per condition, columns, beams, decks, trench headers, etc. on the job site. Any discrepancies apparent at this time will necessitate postponement of the application pending resolution of the discrepancy to the satisfaction of all concerned parties. This solution, or resolution, also to be in latter form as an addendum to item number five.
- 8) Jointly maintain job site inspection to insure that the application continually proceeds as outlined in item number five.

The above steps involve mutual responsibility that must be a part of every fireproofing job in order to avoid any possible problems before they arise.

Respectfully,

S. J. Sheeran
Architectural Representative
Dearborn District

SJS/smw

cc: T. F. Egan

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