



# Memorandum

**Date:** March 25, 2020

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**To:** Valued HBM Customer

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**From:** Hawaiian Building Maintenance

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**RE:** HBM Operations

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HBM is doing all we can to keep our customers informed as the efforts to slow the spread of coronavirus continues. We want to provide an update following Mayor Kirk Caldwell's "Stay at Home/Work from Home" emergency order that will go into effect March 23, 2020, at 4:30pm and be in effect until April 30, 2020. See City and County of Honolulu Website for Novel Coronavirus - Latest updates and Information:

<http://www.honolulu.gov/mayor/important-messages.html>

As of today, HBM would like to reassure its customers that we will remain open and continue to operate "business as usual". In these unpredictable times, we are informing customers that we are available to service your sites at the same level, if not, more detailed level of service. We have increased internal measures and protocols. Staff has been equipped with supplies and thorough training to provide detailed cleaning services while focusing on "high touch" areas to minimize contamination.

Our team members are dedicated to servicing our customers. We will keep you informed of any operational updates. We hope you and your loved ones stay safe and healthy. Mahalo for your continued support.

**If we can answer any questions or concerns, please feel free to contact anyone of us.**

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