

Notice



HIP Electrical Upgrades Scheduled for your court

Address: _____

Scheduled Installation Date: _____

Dear 2018 HIP Member:

This is an approximate 14-day notice informing you that Best Way Electric will be upgrading your unit with the **installation of new baseboard heaters**, and optionally if you have chosen, **bath exhaust fan, radiant heaters, and digital thermostats**. We understand the inconvenience this creates and appreciate your patience and cooperation through this process.

The baseboard electric and optional upgrades will take one day; although some electrical options may add one more day. Bath fans in frame and brick buildings will require an

Important HIP Preparation Note: If at the time your home is scheduled for baseboard heater replacement and excessive amounts of furniture or other items are blocking access, GHI staff may be requested to clear access for the contractor on a Fee-For-Service (FFS) basis, at \$70/hour. Please contact HIP staff with any questions.

additional earlier visit to install the vent through the roof. This will require access to the attic space. Members will be notified directly when the roof vents are being scheduled.

In addition to this notice, we will provide you with a 2-4 Day door hanger notice prior to entering your home. Renovations will be performed between the hours of 8:00 am and

5:00 pm (Monday through Friday); setup and staging may start earlier.

GHI personnel will open your residence as early as 8:00 am if you do not plan on being present. For all homes, we ask that furniture be cleared to a distance of 3 feet from in front of all the baseboard heaters scheduled to be installed.

There will be occasional noise from use of power tools and frequent use of the door so we ask that you make arrangements to supervise, crate, or remove your pet during this work.

The contractor and HIP staff make every effort to adhere to the installation schedule. However, if the schedule is interrupted due to unforeseen circumstances, you will be notified of the change and of a revised installation date.

Thank you for your help and understanding as we work together to improve your home.

Please direct any questions you may have concerning this renovation project to HIP staff at HIP@ghi.coop or 301-474-4161 x139 (Sowah), x160 (Joe) or x159 (Dan).