

Notice



HIP Attic Upgrades Scheduled for Your Unit

Address: _____

Attic Upgrades Installation Date: _____

Dear 2018 HIP Member:

This is the advance notice informing you that GreenStep Contractors will be installing the **Attic upgrades** that you ordered on the above shown date. We understand the inconvenience this may create and appreciate your patience and cooperation through the process.

The Attic installation will take approximately one-half day. Improvements will be performed between the hours of 8:00 am and 5:00 pm (Monday through Friday). GHI personnel will open your residence as early as 8:00 am if you do not plan on being present.

There are 3 Attic upgrades for which preparation is needed:

- **Attic insulation** – all items must be removed from the attic as the contractor will be adding insulation to the entire area. The attic hatch must be easily accessible.
- **Air sealing only** – a 5-foot area in front of the eave end of the rafters is needed – some items can be stored in the middle of the attic floor as long as the eaves are all accessible.
- **Attic access hatch only** – the attic hatch must be easily accessible.

The installation process will require entry into the house and attic with insulation and flooring materials. Please provide a clear pathway to the attic hatch. The attic will be useable within 4 hours of the installation to allow time for any dust from the insulation blowing process to settle.

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

The contractor prefers not to move personal items in the attic however, if the attic work cannot be easily performed due to the presence of member items, an additional fee of \$55.00/hour may be assessed by the contractor to move these items during the installation. If there is an excessive amount of personal items, the contractor will not be able to do your attic improvements (and forgo any rebate opportunity you may have selected). Please contact the HIP office with any questions.

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 the HIP staff at HIP@ghi.coop or 301-474-4161 x160 (Joe), x139 (Sowah), x159 (Dan).