

HIP-Notice



ATTIC Upgrades Scheduled for Your Unit

Attic Upgrades Installation Date: _____

Address: _____

Dear 2020 HIP Member:

This is advance notice that GreenStep Contractors will be installing the requested **Attic upgrades**. As much as you are anticipating these upgrades, we understand the inconvenience and appreciate your patience and cooperation through the process. * **Please notify HIP Staff if anyone in your household is feeling unwell with symptoms of coronavirus or have been in close contact with someone who has symptoms within past two weeks.**

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). HIP Staff will open and lock your residence if you are not 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 access. The attic will be useable within 4 hours of the installation to allow time for any dust from the insulation blowing process to settle.

Following the attic improvements, the contractor will perform an air leakage test. This test requires that all windows be closed and latched.

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.

Important note: Please confirm with HIP Staff that the attic is prepared for the upgrades. Staff and contractors prefer not to handle member's belongings if at all possible. 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, option 6.