

HIP-Notice

ELECTRICAL Upgrades Scheduled for Your Unit



Electrical Installation Date: _____

Address: _____

Dear 2020 HIP Member:

This is advanced notice 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**. As much as you are looking forward to these improvements, we understand the inconvenience and appreciate your patience and cooperation through this 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 baseboard electric and optional upgrades will take less than half a day, although some electrical options may add extra time. *Bath fans will require an additional earlier visit to install the vent through the roof or wall.* This may require access to the attic space (brick) or bathroom (block). Members will be notified when the fan vent installation is being scheduled. Access to the attic space above the brick/frame bathroom will be necessary if a bath fan is to be installed.

In addition to this notice, we will provide you with a 2-4 Day door status 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.

HIP Staff will open and lock your residence if you are not present. For all homes, we ask that furniture be cleared to a distance of 3 feet 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.

Important note: Please provide approximately three (3) feet clearance in front of baseboard heaters being replaced. Please notify HIP Staff as soon as possible if this preparation is not possible without help.

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, option 6.