

## **IMPORTANT NOTICE:**

### **Energy Efficiency Upgrade Work Is Scheduled for Your Unit On**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

During this time contractors will be in your unit to install energy efficiency measures that your property owner is planning to install in your unit. Prior to the contractor's arrival, we are requesting your assistance in preparing your apartment for the work.

### **Please Prepare Your Unit**

#### **Clear the Work Area:**

Make sure areas near your heating and cooling equipment, electric panel (circuit breaker box) and other utilities are clear and accessible.

Please move any belongings that are in the work area aside and clear the space, so that the contractors can complete their work as quickly as possible.

#### **If you have Pets:**

Make sure your pet is placed in a safe and secure part of your unit that is away from where contractors will be doing work.

#### **Step Out During Work:**

If possible, consider stepping out and temporarily leaving your unit while the work is completed. You will be contacted by your Building Manager when you can return to your unit.

#### **Need Assistance?**

For any questions or concerns, please contact your building manager.

Thank you for your cooperation!