

Notice for Energy Efficiency Upgrades in Your Unit

Dear Resident,

We are excited to let you know that Indiana Energy Saver Program measures are planned for your unit and within your building. The upgrades that will be installed were selected by your property owner, and the upgrades for your unit are shown below. Work in your building is scheduled on the dates shown below and will take place during normal business hours. Contractors aim to complete work quickly with as little disruption to your daily routine as possible.

Scheduled Work

The work in your unit is planned for the week of _____ and is expected to take approximately _____ to complete.

Our Commitment

We aim to complete the work quickly and safely, with as little disruption to your daily routine as possible.

The Work to be done in your Unit may include (but is not limited to):

- Installation or replacement of heating or cooling equipment
- Air sealing around windows, doors, and/or other openings
- Providing insulation to walls, ceilings and areas in your unit
- Energy efficient lighting and other electrical improvements
- Upgrading appliances with EnergyStar efficient appliances
- Electrical panel upgrades to support new energy-efficient equipment
- New thermostats and controls

Other energy-saving measures identified in your unit include: _____

Work Hours

Monday-Friday, 8 AM - 4:30 PM

Access During Work Hours

We will work with your building's property owner to gain access to your unit to install these measures. Your property owner will coordinate getting access to your unit with you.

If possible, we would recommend that tenants temporarily leave their unit while work is being completed, so that the contractors have more room to work and can complete their work as quickly as possible.

Pre-Work Notification

Your building's property owner will notify you in advance of when work will take place in your unit. We will also post Work Zone signage 48 hours before work begins, and additional signage will be displayed in areas where work is taking place.

Questions or Concerns

Please contact your Building Manager if you have any questions or concerns.