April 14, 2017

This correspondence provides notification for planned work at the north end of Mears House, first floor, and a portion of the Lobby.

**Dates for Activity:** April 17, 2017 to approximately June 9, 2017

**Work Activities:** The Records Room (Room 111) will be reconfigured for new office space and work areas and a new office added behind reception in Lobby.

**Impact to Adjacencies:**

- Work will include select demolition of walls and built-in components in both areas.

- Work areas below Lobby and Room 111 will require access for mechanical & electrical trades to run new feeds to new equipment. Dates of this scope of work will be provided to allow for careful planning in these areas and arrangements to be made with staff of Mears House.

- A small dumpster will be located in a guest parking spot at northeast parking area during construction phase.

- Noise should be minimal and limited to general construction activity including power tools typically associated with residential construction.

- Work hours for the project will be 7:30 am – 5:30 pm, Monday through Friday. There will be no planned work on weekends at this time.

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**If you have any questions or concerns, please contact:**

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