

## MIT community notification requests

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Send campus notification requests to: [dof-comm@mit.edu](mailto:dof-comm@mit.edu)

(this goes to the Facilities Communications Team: Monica Lee, Kristin Lund, and Laurie Verner)

Provide the following information:

- Project name: (i.e., Building 1-335 lab renovation project for the Department of X)
- Schedule (start and end dates for the activity in this notification)
- Construction hours each day, and days of week worked
- Scope of work (Describe the nature of the work being done.)
- Impact on community (i.e., noise, road or pathway closure, odor; due to what?)
- For pathway / door closures: note suggested alternate routes
- Contact for any questions (name, email, tel; will be included in email)
- Attach any graphics that may help clarify the notification



### When to request a notification from the comms team:

- Notification requests should be sent to the Communications team **two weeks** prior to work beginning.
  - The earlier the better – give us time to clarify any questions, prep any graphics, post to the Construction Updates web page, and prepare the email before giving the community at least one week notice.
  - For larger or more disruptive projects, send requests *at least one month prior* to construction start.
- A request should be sent to the Comms team for notifications that require a broader MIT communication – when the work being done will impact multiple buildings or the entire campus.
- PMs and coordinators continue to be the primary sender for notifications and schedule forecasts to their client/project teams/abutters. Notifications sent by the Comms team do not replace notifications sent by the project team to directly affected offices.
- Feel free to cc the Comms team on information sent to your client teams. We will review and will post helpful info to the Construction Updates website.

### Where notifications are posted

If a project affects more than one building or a public area:

- the comms team will send an email to the MIT community
- and post on the Facilities website Construction Updates web page:  
[mit.edu/facilities/construction/updates.shtml](https://mit.edu/facilities/construction/updates.shtml)

If a project affects a single building:

- once the PM has notified the occupants of the building, the comms team will post the information on the DoF website, but will not send out an email notification.