NANO Courtyard
4, 8, & 10 Window Schedule
Window Installation

November 2017
To The Occupants of Buildings 4, 8, & 10,

On the following slides you will find partial elevations of buildings 4, 8, & 10.

• To the right and/or left of each floor level department information has been noted.
• At the bottom of each page is an information key:
  • On each plan, room numbers have been added to the windows in a red text box with red text.
  • The purple text box that spans over each window/room number are the days you can expect each window to be installed from the exterior of the building.
  • The yellow text box that spans under each window are the days you can expect us to be doing work within your rooms. You can occupy the space during this time, please just be aware workers will be in/out of this space working.
• If you have difficulty reading or understanding the information please reach out to your departments AO or the Project Managers.
• A one month and two week notification will be send out prior to entering your space.
• Much of the work will be happening over IAP from 12/23/17 thru 02/03/17. If you plan to be away during this time please ensure the area within 3’ in any direction of the window has been cleared (books, papers, equipment, etc).

MIT Project Managers:
Gerhard Sinani (sinanig@mit.edu)
Sarah MacDonald (smacd@mit.edu)

Installation Dates are subject to change due to weather conditions, Project Management will update occupants as information becomes available.
Window Replacement Procedure

- **Space Readiness:**
  - Work area will be about 3’ from window and at least 1.5’ on all sides.
  - Move consultants will be reaching out to see if you need assistance.

- **Scope of Work:**
  - Remove temporary plywood window insert
  - Install plastic protection
  - Patch, paint, install new millwork
  - Measure for new window shade
    - Window shade install will occur at a later date.

**Example: Clearance**

Working area | Installed window
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