

Memorandum

To: MIT House Managers and Facility Managers
From: John DiFava, Director Facilities Operations and Security
Date: August 22, 2008
Subject: MIT Landscape Conditions Assessment

We, at Facilities Operations, are undertaking a landscape inventory and conditions assessment to improve our understanding and management of the MIT landscape. During the past year MIT accomplished a building assessment; we are now looking at the areas outside of the buildings such as roads and sidewalks, plantings, pavements, open spaces, and site furnishings: all in all over 85 acres.

Facilities Operations has hired Michael Immel Landscape Architect LLC (MILA) to perform the inventory and assessment. The MILA team is now making their assessments. If you have any questions please do not hesitate to contact the Assistant Director of Facilities Operations, Marty Dugal at X4-3323 or mjdugal@mit.edu.

The purpose of this letter is to advise you of the inventory and assessment effort, and to give you notice that the MILA team may visit your building grounds this summer and fall 2008. When team members come to a housing facility, they will seek to sign in prior to beginning their work. We will very much appreciate your cooperation in completing this important work. We provide you photographs of the MILA team to introduce you to them:



Michael Immel



Viola Augustin



Sarah Spotts



Ken Conrad