

MIT community notification requests

Send campus notification requests to: **dof-comm@mit.edu**
(this goes to the Campus Services and Stewardship Communications team)

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.)
- **Impacts** on community (i.e., noise, road or pathway closure, odor; due to what?)
- For pathway / door closures: note suggested **alternate routes**
- **Contact(s)** 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 beginning work**.
 - 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 Communications team for notifications that require a broader MIT communication – when the work being done will impact multiple buildings or the entire campus.
- PMs and APMs continue to be the primary sender for notifications and schedule forecasts to their client/project teams/abutters. Notifications sent by the Communications team do not replace notifications sent by the project team to directly impacted offices.
- Feel free to cc the Communications 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

If a project affects a **single building**:

- the PM will notify the occupants of the building
- and the comms team may post the information on the Facilities website but will not send out an email notification