







	Sep 25 - Oct 1		Sep 18 - 24		Sep 11 - 17		Sep 4 - 10		Aug 28 - Sep 3			い
		25		18		11		4		Aug 28	Sunday	September 2016
	1327 10th, 1034 Laure 1351, 1329 10th 1377, 1353 10th	26	1081, 1045 Maple 1359, 1375 11th 1377 11th, 1083 Maple	19	1031, 1037, Laurel Tentitive Start Date	12		5		29	Monday	er 2016
	1083 Laurel, 1314 11th 1327 10th, 1034 Laure 1377, 1353 10th	27	1043, 1029 maple 1081,1045 Maple 1377 11th, 1083 Maplé	20	1031, 1037, Laurel 1055 Laurel, 1331 11th	13		6		30	Tuesday	
•	1038 Laurel, 1314 11th 1318, 1334, 1336, 136; 1327 10th, 1034 Laure Inspections	28	1027 Maple, 1379 10tf 1043, 1029 Maple 1081, 1045 Maple Inspections	12	1031, 1037, Laurel 1055 Laurel, 1331 11th 1333, 1357 11th Inspections	14	2:00pm 2:30pm Meeting - Dustin HCH	7		31	Wednesday	
	1038 Laurel, 1314 11th 1318, 1334, 1336, 11th 1362, 1368, 11th	29	1027 Maple, 1379 10th 1043, 1029 Maple 1377, 1353 10th Week 3 notices Posted	22	1055 Laurel, 1331 11th 1333, 1357 11th 1359, 1375 11TH Week 2 Notices Poster	15	Week 1 Notices posted 5:00pm Pzza Party	8		Sep 1	Thursday	Su Mo Tu We Th  4 5 6 7 8 11 2 13 14 15 18 19 20 21 22 25 26 27 28 29
	1318, 1334, 1336, 11th 1362, 1368, 11th Final city Inspections	30	1027 Maple, 1379 10th 1351, 1329 10th 1377, 1353 10th Inspections	23	1333,1357 11th 1359, 1375 11TH 1377 11th, 1083 Maple Inspections	16		9		2	Friday	Fr Sa Su Mo 2 3 2 3 9 10 2 3 16 17 9 10 23 24 16 17 30 23 24 30 30 31
		Oct 1		24		17		10		8	Saturday	Tu We Th Fr Sa  4 5 6 7 8  11 12 3 14 15  18 19 20 21 22  25 26 27 28 29

10/30 - 11/4	Lu I	10/23 - 28	I s. T	10/16 - 21		10/9 - 14	10/2 - 7		9/25 - 30		
	30		23		16	υ		2		Sep 25	Sunday
	31		24	60 Day Per. End for Ho	17	10		3		26	Monday
	Nov 1		25		18	11		4		27	Tuesday
	2		26		19	12	Final CLPUD Inspection	5		28	Wednesday
	ω		27		20	13	Thermostat training Unit Maintenance Trail	6		29	Thursday
	4		28		21	14		7		30	Friday
	5		29		22	15		8		Oct 1	Saturdav

## 48 Hour notice

## Laurelwood homes Ductless heat pumps and Bath Fans

## **Tentative Schedule**

Monday 10/12/16	Tuesday 10/13/16	Wednesday 10/14/16	Thursday 10/15/16	Friday 10/16/16
Contractors In units 1031 and 1037 Laurel St.	Contractors In units 1031 and 1037 Laurel St.	Contractors In units 1031 and 1037 Laurel St.	Contractors In units 1055 laurel and 1331 11 <sup>th</sup> .	Contractors In units 1333 and 1357 11 <sup>th</sup> .
	Contractors In units 1055 laurel and 1331 11 <sup>th</sup> .	Contractors In units 1055 laurel and 1331 11 <sup>th</sup> .	Contractors In units 1333 and 1357 11 <sup>th</sup> .	Contractors In units 1359 and 1375 11 <sup>th</sup>
		Contractors In units 1333 and 1357 11 <sup>th</sup> .	Contractors In units 1359 and 1375 11 <sup>th</sup>	Contractors In units 1377 11 <sup>th</sup> and 1083 Maple

- <u>Tenants</u> We are booking our Contractors for three days per unit but likely will take less Time. So the schedule will be subject to change. I will keep you posted with any updates to the schedule.
- Storage Areas Please have storage areas cleared so contractor has attic access.
- <u>Bathrooms</u> Please have bathrooms clear of clothes and clutter
- DHP Units and Breaker box Please have areas where the inside head and outdoor unit clear of furniture or belongings. Also the electrician will need access to the breaker box.

Posted	Time	

## DHP multifamily project checklist:

- Set up informational food based meeting with tenants prior to any activities
- Give timely notices to tenants when their units will be entered
- Require all contractors to look at all unit types at the pre-bid walkthrough
- Set reasonable project time line and require awarded contractor to provide a tight schedule before the job starts
- Set informational food based meeting with tenants to go over what is to be expected and share the project schedule.
- During the project, have an owner representative on site to open unit and deal with tenant issues.
- Use wall mount thermostats
- Schedule building inspectors while tenant notices are still valid
- Immediately upon completion of project, follow up with training for tenants and maintenance staff