SILVER TOWERS 2013 HALLWAY RENOVATION PROJECT

Dear Silver Towers Resident,

We’re very pleased that the hallway renovation project will begin on Monday June 11th and is scheduled to be completed on August 6th. The project involves carpet replacement, wall covering installation, light fixture replacement and painting of the doors and doors frames and an accent wall.

Painting the doors and frames will require your cooperation. The painting crew will be working on each floor within a 4-5 day time frame. **In order to achieve the best result, the door needs to be ajar for approximately 2 hours in order to paint all the exposed surfaces and to allow the paint to dry.**

We know that many of our residents will either be away during the project or not at home, when the painter will be on site. In order to facilitate the completion of the project and provide residents with the protection we have contracted with Public Safety to provide a security guard that will be station on the floor during the entire period the door needs to be held ajar.

Please note the following two facts:

* The guard will not be touring, but will be stationed on the floor from the moment the door is opened until it is closed and relocked.
* We will not be painting the inside surface of the door. The painters will not need to enter the apartment, at any time.

Residents may give permission below, to have to door opened to facilitate the work. If you do not grant permission to enter, or are not available for access during the painting period, please be aware that your door will not be entirely painted. When the door is opened you will see an area of approximately ¼ inch around the door, left unpainted.

**This work will be done Monday through Friday from the hours of 9:00am to 4:00pm**.

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: .

Building # (Circle One): **100 110**

Floor (number) \_\_\_\_\_\_\_ Apt (letter) \_\_\_\_\_\_\_\_\_

Please check **ONE** of the following choices for apartment access:

**\_\_\_\_\_ PERMISSION TO OPEN AND LEAVE DOOR AJAR FOR 2 HOURS WITH SECURITY GUARD PRESENT FOR THE DURATION AND UNTIL DOOR IS RELOCKED**

**\_\_\_\_\_ TENANT WILL ADMIT, IF HOME. If not home, the door and frame will be partially painted**

**\*PLEASE RETURN THIS FORM TO DOORMAN\***