

# Important Building Notice

## Semi Annual Convactor Cleaning

**Monday, March 29 through Tuesday, April 27**

River Place East is preparing for the upcoming switch from Heat to A/C, scheduled to take place in mid May. Part of this process is to insure that the convectors are cleaned, serviced and are working to the best of their ability.

Following is the schedule of the convector cleaning project; each floor should take 2 days to complete.

UNITS	DAY OF ACCESS	UNITS	DAY OF ACCESS
118-131	<i>Monday, March 29</i>	218-241	<i>Tuesday, March 30</i>
307-324	<i>Thursday, April 1</i>	325-342	<i>Friday, April 2</i>
403-424	<i>Tuesday, April 6</i>	425-448	<i>Wednesday, April 7</i>
501-524	<i>Thursday, April 8</i>	525-548	<i>Friday April 9</i>
601-624	<i>Monday, April 12</i>	625-648	<i>Tuesday April 13</i>
701-724	<i>Wednesday, April 14</i>	725-748	<i>Thursday, April 15</i>
801-824	<i>Friday, April 16</i>	825-848	<i>Monday, April 19</i>
901-924	<i>Tuesday, April 20</i>	925-948	<i>Wednesday, April 21</i>
1001-1024	<i>Thursday, April 22</i>	1025-1048	<i>Friday, April 23</i>
1101-1124	<i>Monday, April 26</i>	1125-1148	<i>Tuesday, April 27</i>

The convector cleaning is an important step in the switch to A/C. Air in the coils, dirty filters and clogged air nozzles can lead to poor operation of the convector. The Semi annual convector cleaning will help management identify problem areas, and address them. Please note that there are holidays and power outages included in this schedule. No work will commence on **Wednesday, March 31, 2010** due to a scheduled building wide electrical shut down, and Easter **April 8, 2010** which is a holiday.

During the semi annual convector cleaning, Management will be checking a number of items. Specifically leaks, water damage, smoke detectors, windows, and sanitary conditions.

Management will commence work from 9:00 am to 5:00 pm Monday through Friday. Please be ready to admit staff promptly at 9am.

Thank you for helping make River Place East a more enjoyable place to live.