



**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

**Small Project Work Notification Letter**

TO: Mr./Ms. \_\_\_\_\_ Custodian of \_\_\_\_\_ (Bldg ID)  
Mr./Ms. \_\_\_\_\_ (Contract Manager)

This is to confirm our agreement that \_\_\_\_\_ (name of contractor)  
will be performing the following work:

under Proceed Order# \_\_\_\_\_ at \_\_\_\_\_

The areas that will be directly and/or indirectly affected by the said work include:

The work will start on \_\_\_\_\_ (date) and the anticipated completion date is  
\_\_\_\_\_. The work will take place during the following hours:

Please remind the Principal(s) of the agreed start time, and get back to us promptly if there have been any changes in the school's schedules that will prevent us from starting on the agreed date.

We anticipate that there will / will not be a need to bring materials through any location other than the main entrance. Where we need to use other entrances, we will identify those to be used by agreement with the CE and Principal to minimize disruption to the educational process.

Where needed, we will identify designated facilities (restrooms/break area) to be used during this with you and the Principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date