



Construction Project – Rules to Remember

Kortright is currently undergoing a major renovation project involving:

- Replacing the roofing system and insulation
- Replacing all the roof top units
- Structural welding
- Insulation of ductwork in some areas
- Removal of the ceiling in some areas
- Replacement of lighting in some areas
- Insulating a number of exterior walls

The deadline for the work to be complete is March 31, 2010 and there is no compromise on this. In order for us to receive our grant money from the Community Adjustment Fund, we need to have all work completed by that date.

Due to this constraint, all users of the building – members of the congregation, staff, or community – will most likely be inconvenienced at some point. Our contractor has been directed to complete the project on time through all means necessary.

In order for the building to remain safe for use, and to keep the work flowing, the following rules are in place:

1. Through communication with Sally (our office administrator), the contractor will figure out what rooms are booked and they will work together to make an effort not to disturb those areas (although not always 100% possible)
2. If the contractors are working in an area you need to do something in, please work around their schedule (e.g. ask if you can come back when they're on break). For liability reasons, we cannot have people walking through construction areas. If you desperately need to be in an area, DO NOT ask the contractor to leave – contact the office for the most recent construction schedule to see when you could return. See also #3 below.
3. It is not acceptable for others to direct the contractors regarding timing or the type of work required. Doing so violates our contract, and can place unnecessary strain on the timeline.
4. If you see someone in the building doing some volunteer work, please let them know of the delicate construction situation and the rules above. It may be inconvenient for them to come back when the contractor is not working, but it is also safer.

Thanks for your help in making this project a success!