

ATTENTION ALL TENANTS, ON _____

We will be entering your apartments to install new windows. We ask for your co-operation in clearing the area surrounding all windows so that our installer will have easy accessibility to the windows.



Remove all drapes, curtains, blinds, and vertical track



Move all furniture at least 5-6 feet away from all windows and cover your furniture with old sheets as protection against glass dust



Remove all pictures from walls, china and other small items from all window ledges or counters



Young children and pets must be kept away and clear from the construction zone



Remove all air conditioners units as soon as installation begins



Our installers are bonded, but please do not leave any valuables around, as Regal Aluminum Windows & Doors Inc. will not accept responsibility for missing items.



Fold and remove any area rugs and mats

Your co-operation is greatly appreciated.

Thank You,
Management

WINDOW AND BALCONY DOOR REPLACEMENT

THINGS YOU NEED TO KNOW - INSTRUCTIONS

All notices of entry will be posted 24 hours prior to installation. (Note: The 24-hour notice will be valid for a two-day period in case of extreme weather or other problems that may arise).

- Residents must create a clear path or "walk-through" to *Kitchen / living room / bedroom windows and balcony doors* of approximately 4 feet, minimum.
- Installation will take approximately 8 hours and will occur between the hours of 8:30 A.M. and 5:00 P.M. (weather permitting).
- Residents must remove all window coverings/tracks and/or furniture at least 4 feet away from the window areas, including removal of air-conditioning unit, where applicable.
- Residents **must cover, clear or remove all valuables from the area**, including any valuables on walls. (it is recommended that you remove pictures off the wall so that they do not fall due to vibrations).
- If you have any mats, area rugs or runners we suggest that you remove or cover them prior to installation.
- We recommend that you use drop cloths and/or sheets to cover 'your furnishing' and electronics, (*Plastic is available at the Management Office should you require additional protection*).
- Residents cannot be in their suite during the removal and installation, as the suite is considered a construction site. *Pets need to be contained in a cage or removed from the suite.*
- The Security Guard and/or a representative from M & R will provide access to the contractors and lock the suite upon completion.
- Drop sheets will be used by the window contractor to protect all window areas.
- M&R will not be responsible for damages to property which were not cleared away as instructed.

- Some interior plaster repairs and painting may be required as a result of the new window and/or door installation. A separate contractor may perform this work after the window and/or door installation of the suites are completed.
- The contractor will clear, sweep and dispose of all old windows and doors. However, you may wish to vacuum or dust the area after the installation is complete. **Please note that the contractor will not clean the glass after installation.**

You should expect to receive the following notices:

- **Installation notice** – 24-hour Notice of Entry for window and door installation
- **Plaster/repair notice** – 24-hour Notice of Entry for plaster, touch up paint and/or repairs
- **Inspection notice** – 24-hour Notice of Entry for final inspection
- **Deficiencies' remedies notice** – 24-hour Notice of Entry for final inspection