



Notice of Work- Wings Window Survey

To: Capitol Building

From: Oregon State Capitol Renovation (OSCR) Team

Date: August 11, 2014

The following OSCR project team members will be working in the Capitol:

- 4-5 representatives from Architectural Resources Group (ARG) and Capitol Facility Services

Scheduled Date and Time of Work:

- Tuesday, August 19, 2014
- Tuesday, August 26, 2014
- Tuesday, September 2, 2014
- Tuesday, September 9, 2014
- Between the hours of 7:30 a.m. and 5:00 p.m. daily

****Please see the detailed schedule below****

Location of work:

- Tuesday, August 19, 2014: The team will survey windows on the **first floor of the Senate and House wings** and will need to access perimeter offices with exterior windows for a brief period of time, approximately 4-5 minutes.
- Tuesday, August 26, 2014: The team will survey the second floor of the Senate and House wings and will need to access perimeter offices with exterior windows for a brief period of time, approximately 4-5 minutes.
- Tuesday, September 2, 2014: The team will survey windows on the **third floor of the Senate and House Wings**. They will need to access perimeter offices with exterior windows for a brief period of time, approximately 4-5 minutes.
- Tuesday, September 9, 2014: The team will survey windows on the **fourth floor of the Senate and House Wings**. The team will need access to perimeter offices with exterior windows for a brief period of time, approximately 4-5 minutes.

Work to be performed:

- Team members escorted by a Capitol Facility Services representative will visit locations with a window throughout the House and Senate wings.
- Team members will be documenting existing conditions of windows with cameras and iPads.

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503.986.1190

<http://www.oregonlegislature.gov/renovation>

- Each window survey is expected to take approximately 4-5 minutes.

Impacts:

- Team members may need brief access to your office to conduct the window surveys. A Facility Services representative will be escorting team members while this work is being conducted.
- There will be very minimal noise impacts, as they will not be using any noisy equipment to conduct their surveys.

Purpose of work:

- This work is being done to document the existing condition of the windows in the Senate and House Wings.

It is our goal to gather the above information in the most discreet method possible. Should any questions or concerns arise in the process of the work being conducted, we welcome you to contact us in Room 354 at 503.986.1190.

Thank you,

Jessica Lacasella

Project Communications Coordinator

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