To: Residents in Washington Square Village

From: Alison Leary, Executive Vice President – Operations

Subject: Replacement of Single-Paned Windows and Air Conditioning Units

NYU will shortly begin undertaking replacement of all single-paned windows throughout Washington Square Village with new double-paned windows. Existing air conditioning units will be insulated, sealed and special sound-attenuating interior covers will be installed in conjunction with this project.

In the next two weeks, you will receive detailed information on the schedule for this project. In the meantime, let me share with you some high-level information.

**Background:** Over the past year, NYU has worked with an architect and environmental consultant to design and test window and air conditioning options that would provide the best sound attenuation and performance, including better insulation against weather conditions. Actual window and air conditioning options were installed in a vacant apartment in Washington Square Village, and a series of open houses were conducted to enable residents to view the installation and provide feedback. Based on the overwhelmingly positive feedback received, we finalized the specifications and began the procurement process; we are now ready to move into the measuring and planning phase of this project.

**Project Plan:** There will be several phases to completing this work; the first is measuring the window openings in every apartment throughout the complex. The measuring appointment will require a contractor to enter your apartment accompanied by an NYU Public Safety officer. The contractor will measure all existing windows and assess installation conditions. The visit will take approximately 15 minutes. We expect to begin this phase in late July and hope to complete it by the end of early September.

Upon completing the measurement phase, fabrication of the windows will begin and we will begin to schedule the installations starting in late fall. We will once again need to
enter your apartments to complete the installation; again we will have an NYU Public Safety officer in attendance. It is anticipated that installation in each apartment will last no more than two workdays, and hopefully just one.

We know that many residents are eager to receive new double-paned windows; one of our greatest challenges to completing this work quickly will be residents’ cooperation with the project schedule by granting access to their apartments. We are setting up online forms and taking other steps to hopefully ensure this moves as smoothly as possible.

The detailed measuring schedule and more information about the nature of the work and what to expect will be sent to you right after the July 4th Holiday.

Thank you for your cooperation and I hope you are enjoying the summer!

For more information, contact the Client Services Center: contactcsc@nyu.edu or 212-998-1001 »