

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

**WORK NOTIFICATION LETTER**

TO: Mr./Ms. \_\_\_\_\_ Principal of \_\_\_\_\_ (school)

Mr./Ms. \_\_\_\_\_ Custodian of \_\_\_\_\_ (school)

This is to inform you that Mr./Ms. \_\_\_\_\_ (name) of  
\_\_\_\_\_ (affiliation) will be  
performing the following work \_\_\_\_\_  
at \_\_\_\_\_ (school name).

The areas that will be directly and/or indirectly affected by the said work include \_\_\_\_\_  
\_\_\_\_\_ (list area).

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

The designated entrance/exit to be used during this project is/are \_\_\_\_\_  
and the designated facilities (restrooms/break area) to be used during this project are  
\_\_\_\_\_.

\_\_\_\_\_  
Signature/Date

Agreed By: \_\_\_\_\_  
School Principal/Date

\_\_\_\_\_  
School Custodian/Date