

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 _____
_____ (work description) 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