

Major Repair Works and Summer Activities

- 1) QF will conduct repair works in the VIP landscape areas to address the recent water leakages in the basement parking. These works are crucial to maintain the integrity of the facility and ensure a safe environment. Please note that access through the VIP driveway will not be affected during this period.
- 2) In line with our energy conservation, sustainability initiatives, and successful trials, we plan to replace the existing non-LED lights with energy-efficient LEDs in phase 1 (offices and common areas/corridors). We aim to complete this phase of work by the end of July 2024, starting May 17, 2024. Please be informed that this work will require access to the offices, but it has been scheduled after office hours and over the weekends to minimize disruption to work. (Note: One typical/standard office may take up to 2 hours to complete). If you have any concerns or comments, please feel free to reach out to us at guqfacilities@georgetown.edu
- 3) Planned Cleaning Activities:
 - High access cleaning (Internal and external) – from May 14- July 2024
 - Deep cleaning – Classroom's seminar rooms – May 18- June 30, 2024

- Wood floor polishing and care (Bookstore, Interfaith, CIRS, some offices in suite, green room, Auditorium)-

June 1 -July 30, 2024

- Metal door cleaning and polishing
- Deep cleaning of offices, guest furniture, and chairs in the common spaces

4) Wooden floor refurbishment and repairs for Staff and faculty lounge (OD02)– June/July 2024

5) Planned works for Landscape maintenance and improvements in Lemon Garden, VIP landscape, and Dean's Courtyard-

6) Planned Building Electrical Shutdown for July 20, 2024 (Saturday)

7) Rectification works for the Atrium skylight to resolve the recent water leakages

8) Thorough Rectification and overhaul work will be required to rectify the Water leakage/seepage issues with the atrium's water feature and reinstate the operation by the first week of August 2024.

9) Wall and ceiling painting works for shared spaces, corridors, classrooms, and other identified areas.

10) Installation of safety handrails for the central stairs (adjacent to central elevators) and the stairs for the library. Expected start June 8, 2024, and completion by the end of June 2024.

