



ORLAND
PARK

VH Temporary Moves Plan to Accommodate HVAC project

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Public Works Director

Executive Summary of Sequence of Work

Schedule/Communication Overview

Area of Work

- **Basement**- Information Technology (May 26-June 12)
- **Board Room** (June 17-July 10)
- **2nd Floor East**- Development Services (July 13-July 31)
- **1st Floor East**- Mayor/Clerk/Eng (Aug 3-Aug 21)
- **1st Floor West**- Finance (Aug 24-Sept 11)
- **2nd Floor West**- VMO/HR/C&M (Sept 21-Oct 9)
- **Roof** (Oct 12-Nov 20)

Notes

Will be using 4 offices of Trustees
A construction break will occur for key meetings
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Work ongoing in Trustees Office/Mayor's Office
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Weekend to install Roof Top Units

Communication to Residents who come to Village Hall:

- Wayfinding signage and "Pardon the Dust" at windows and in the Lobby for residents- by PW
 - For each phase, particular information to be provided for relocation:
 - Dev. Serv. windows to be in board room
 - Mayor/Eng. to be in basement
 - Clerk to be at VMO window
 - Finance Cashier to be at VMO window
 - HR/C&M to be in basement
 - VMO to be in Mayor's area

QUESTIONS?