

4620 HVAC Replacement – Resident Guide

Updated 4/3/2026

This guide explains the HVAC replacement project at 4620 and what residents should expect.

Residents should always read **official building notices and emails** for scheduling updates.

START HERE (Quick Answers)

Typical work hours

8:00 a.m. – 6:00 p.m.

Typical timeline inside one apartment

Approximately **4–5 weeks** from start to finish.

Loudest phase

The **first 3–4 days**, during demolition and removal of the old unit.

Space to clear around HVAC unit

At least **5 feet by 5 feet**.

Where to check for updates

Residents should read **building emails and official notices** for scheduling updates.

1. When Is My Unit Scheduled?

Work is organized by **tier and riser sequence**.

Residents will receive **official building notices and emails** that identify when their tier is scheduled to begin.

For the latest approximate schedules, go to www.4620hvac.com

Before work begins in your apartment, representatives may visit to:

- explain the construction process

- identify the work path inside the apartment
- confirm preparation requirements
- answer questions

These visits may occur more than once to ensure residents are ready.

2. How Do I Prepare My Apartment?

Residents are responsible for preparing their apartment before construction begins.

Clear the work area

Around the HVAC unit:

- Clear **at least 5 ft × 5 ft** around the unit.

Move items away from the work path:

- furniture
- rugs and carpets
- small tables
- lamps and accessories

Remove wall and shelf items

Remove or secure:

- pictures and wall decorations near the work area
- fragile shelf items
- anything that could fall due to vibration

Consider taking pictures to aid your memory if, after the work is done, you want to place things exactly where they were before.

Plan for heavy or attached items

Residents should arrange help in advance for:

- large furniture
- bookshelves
- cabinets
- wall-mounted shelving

The building may provide **limited help**, but residents are generally responsible for heavy or attached items.

Plan worker access

Workers may enter the apartment using:

- doorbell access if the resident is home
- a key
- a lockbox
- other arrangements coordinated with management

Many residents prefer the **lockbox option** so workers can enter without interrupting them.

Prepare for disruption

Residents should expect:

- noise
- vibration
- dust
- repeated access by workers

Some residents choose to:

- work from the building library
- stay with friends or family
- spend time away during demolition

3. What Happens During Construction?

The HVAC replacement follows a structured sequence.

Early Phase

1. Floor protection installed
2. Plastic containment set up
3. Demolition begins
4. Walls opened and pipes exposed

This phase is usually the **loudest and most disruptive**.

Mechanical Work

5. Old fan coil unit removed
6. Pipes and risers installed
7. Supports and isolation valves installed
8. Pressure testing performed

Inspection Phase

9. Mechanical inspection
10. Insulation installation
11. Fire stop installation
12. Fire stop inspection

Installation Phase

13. New HVAC unit installed
14. Electrical inspection and approval
15. Second fire stop inspection

4. What Finishes and Repairs Are Included?

After the HVAC system is installed, the apartment will be repaired and restored.

Wall and finish work

Contractors will:

- frame affected wall areas
- install drywall
- sand and prepare surfaces

Painting

Contractors will paint **only the areas affected by construction** using standard project paint.

Residents who want exact color matching should **provide matching paint in advance**. If not provided in advance, the contractor can provide a paint match for \$180.

Painting entire walls is **not included in the project scope** and would require separate arrangements. Contact Osman if you would like a price for a contractor to paint the entire wall.

Final work

The final stage includes:

- reinstalling baseboards and trim
 - installing unit covers and grills
 - testing the new HVAC unit
 - removing containment and floor protection
 - cleaning the work area
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5. Who Should I Contact if There Is a Problem?

If an issue occurs during construction, residents should:

1. Contact the **front desk**
2. Ask the front desk to notify the **operations manager**
3. Use any direct contact numbers provided by management

Prompt communication helps resolve issues quickly.

After the Project Is Complete

Residents may wish to:

- return furniture to its normal location
- vacuum nearby surfaces
- wipe down shelves and closets
- clean electronics vents
- wash nearby fabrics if dust accumulated

This helps restore the apartment after construction.