

# BIG SIX TOWERS, INC.

A HOUSING COOPERATIVE SPONSORED BY  
NEW YORK TYPOGRAPHICAL UNION NO. 6

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59-55 Forty Seventh Avenue Woodside, NY 11377 | (718) 898-7022 | Fax: (718) 397-1784

## MEMORANDUM

**To: Big Six Towers Cooperators**  
**From: Big Six Towers Maintenance Department**  
**Date: November 10, 2020**  
**Re: COVID-19 Maintenance Protocol**

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Good afternoon shareholders,

- **Effective Monday, November 16<sup>th</sup>: ONLY emergency work in apartments will be responded to by Maintenance personnel.**
- Due to the ongoing transmissions of COVID-19, we would like to ensure the safety and health of residents and staff while practicing social distancing within Big Six.
- Limiting the movement of Maintenance staff between apartments will help us limit potential exposure while the city is seeing a surge in cases.
- If Maintenance staff is working in your apartment, please wear a mask when present.
- We appreciate your patience and hope to resume full Maintenance operations as soon as possible.
- If you have any questions or concerns, please do not hesitate to call the Maintenance Department at the numbers below.

Thank you,

**Big Six Towers Maintenance Department**

<b>Maintenance Call Timeline</b>		
<b>8 AM - 5 PM</b> Maintenance Department (718) 606-6148 Or (718) 335-3068	<b>5 PM - 9 PM</b> Night-Shift Maintenance (718) 606-6148 Or (718) 335-3068	<b>9 PM - 8 AM</b> Public Safety (718) 335-8715 Or (718) 898-3517