



NYCHA Capital Projects Fact Sheet:

Lobby & Mailbox Renovation

1. Project Overview

- This scope of work can include: installing new walls and plaster work/drywall; installing upgraded lighting and electrical panels, lines, and receptacles; and repairing and/or replacing flooring, ceilings, window and door frames, and molding and mailboxes.
- The lobby and mailbox renovation scope upgrades aging assets and improves the aesthetics of common spaces for residents.

2. Key Terms

- Centralized Mailbox System: A mail delivery method where mail is delivered to a central location instead of to individual residences or businesses.
- Horizontal versus Vertical Layouts: Horizontal mailboxes are best for businesses and properties with limited wall space, while vertical mailboxes are best for those with more wall space who want a modern look; other factors play a role, such as durability and security features.

3. Why is this capital project needed? Why is it important?

- It provides a secure and convenient way to receive and send mail, protecting sensitive information while offering privacy by allowing individuals to collect their mail without having to be physically present at their home address.

4. Scope of Work Details

- The **basic steps for a lobby and mailbox renovation** project are as follows:
 1. Site Preparation: Mark areas that need demolition or repair, such as existing mailboxes, flooring, and wall structures. Begin alternative means for residents to receive mail.
 2. Demolition: Removal of items from lobby may result in temporary blocked access.
 3. Installation: After needed demolition, install new walls, flooring, door frames, electrical panels, ceilings, mailboxes, and windows.



Images of a mailbox renovation at Polo Grounds: during construction (left) and a temporary USPS parcel box (right).





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5. Construction Trades & Other Roles Involved

Type	Possible Roles
Trade	<ul style="list-style-type: none">• Carpenter• Electrician• Laborer (including Flaggers, Demolition Workers)
Non-Trade	<ul style="list-style-type: none">• Admin

6. Typical Project Timeline

- The typical construction period varies depending on the extent of renovations. A standalone mailbox renovation lasts approximately 35 days for 2 buildings.



7. What to Expect During Construction

- Noise: As old materials are removed and the site is prepared for new installations, there may be increased noise due to drilling and other construction activities.
- Dust Control: To mitigate dust, the contractor will place a barrier around work areas to minimize spread throughout the surrounding building.
- Storage: Contractor may place their materials and equipment on-site for storage during the renovation process.

8. Mitigating Construction Impacts

- Mail Access: During construction, residents will not have access to their mail directly in the lobby but may be able to access it via United States Postal Service (USPS) parcel box or mobile unit pickup.