

30 January 2020



**Project: 2020 RENOVATION WORK AND PLUMBING REVISIONS**  
Glen Ellyn School District 41  
Project # 13100-201968 (please reference project number on invoice)

### **Instructions for printing of GreenAssociates Project Manual:**

1. Print front cover on white card stock. (*Spec Cover Outside-final.pdf*)
2. First page is Inside Cover. (*Spec Cover Inside-final.pdf*)
3. Provide blank back cover of white card stock
4. Print all sections double sided
5. Print all sections on white paper
6. Use GBC binding – do not lock spine

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### **Instructions for distribution of GreenAssociates Project Manual:**

#### **4 half-size sets of drawings, 4 project manuals to:**

George Prosiliakos / Andrew McCall / Emily Near / ROE  
GreenAssociates  
111 Deer Lake Road, Suite 135  
Deerfield, IL 60015

#### **1 full-size set of drawings, 1 half-size set of drawings, 2 project manuals to:**

Dave Scarmardo  
Director of Buildings & Grounds  
Glen Ellyn School District 41  
793 North Main Street  
Glen Ellyn, IL 60137

#### **1 half-size set of drawings, 1 project manual to:**

Dan McCurdy  
Amsco Engineering, Inc.  
5115A Belmont Road  
Downsers Grove, IL 60515

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