University of Windsor

Facility Services

NOTICE OF SERVICE INTERRUPTION/WORK FORM

Date of Request (yyyy/mm/dd): 2026-06-24 **Requester**: Emmeline Ventimiglia, Project Administrator ext. 2160

Start Date – End

Start Date (yyyy/mm/dd) 2026-07-06 Time (s) 8:00 a.m.
End Date (yyyy/mm/dd) 2026-07-07 Time (s) 4:00 p.m.

Notes Odette Elevator Annunciation

Building(s) Affected: **1:** Odette School of Business OB **2:** Please Select
3: Please Sele **4:** Please Select

Areas/Rooms Affected: Main Lobby Passenger Elevator and Elevator Machine Room

Service to be interrupted: **1:** Elevator Access and Use **2:**
3: **4:**

Description/Reason for Project:

Riverside Elevator, subcontractor to Vince Ferro Construction, will be working on the elevator for the purposes of adding an annunciator to provide audio notification to inform passengers of floor levels. The elevator will NOT be accessible for use during this time. Construction work will be contained within the elevator cab and in the elevator machine room. Signage will be posted. Construction work is expected to take 1-2 days. Once the work is completed, the elevator will be put back into service.

Contractor: Vince Ferro Construction **Phone #:** 519-890-9094 (mobile)

Contractor/Project Managers: Jonathan Ribu **Phone #:** 519-969-4020 (office)

Should you have any questions or concerns, please contact

Project Administrator, Emmeline Ventimiglia ext. 2160 or emmelin@uwindsor.ca

Notes: