

Project Number 16-111
E-Builder Project Number 100099
Culkin Hall Finance Suite Rehab
Meeting Minutes
May 17, 2016

Present: Mark Dixon BTC, Dan Hoefler Electrical, Christine Body EH & S, David James CTS, and Tedra Marshall

Project Scope: This project is for the renovation of the finance department located on the 4th floor of Culkin Hall. This department is divided into two-sub departments finance and purchasing. The project will include the following areas suite 401 (finance) and suite 402 (purchasing) rooms 403 and 404 (finance offices). In all of the mention areas the scope of work includes:

- Replacing the current carpet with new carpet tiles
- Updating the walls with a new coordinating paint scheme
- Replacing the current ceiling with a new 2' x 2' drop ceiling system housing new energy efficient light fixtures. The light fixture are Cree CR Series 2' x 2' fixture with dual switching to control the light levels; this will match other recently renovated areas of the building
- The mechanical systems will be extended / altered from the current ceiling to fix and function within the new drop ceiling system
- Electrical and data components will change as needed per the furniture design
- The life safety systems of the spaces will be brought up to current code and work with our existing building system
- During project planning we found asbestos in the mastic behind three walls cover in cork. The cork and the mastic will be removed per proper abatement procedures. This occurs in rooms 401A, 402A, and 402B
- New furniture will be programmed and purchased for the entire project per the space allocations guidelines provided by the New York State Construction Funds.

~~Demolition Period: April 20, 2016 - April 26, 2016~~

~~Abatement Period: April 26, 2016 - April 29, 2016 (SPACE IS NOT AVAILABLE FOR DEMOLITION WORK DURING THIS TIME FRAME)~~

Construction Period: April 30, 2016 - May 13th, 2016 (MEC is still working in the space)

Furniture Delivery: May 16, 2016 - May 18, 2016

CTS Telecom and Networking: May 23, 2016 - May 25, 2016

Custodial Clean: Tuesday May 2, 2016 in the evening

Move In: May 26, 2015 - May 31, 2016

1. BTC:

2. Electrical:

1. Meet with MEC to discuss concerns
2. Panel box was not label prior to start of project. Our staff will work on relabeling the box from May 23, 2016 - May 25, 2016

3. CTS:
 1. Tedra mention that staff needs to label networking cabling if they are taking it out of the housing with the label on it or cutting the cable
 2. Meet with MEC to discuss concerns
 3. Telecom and Networking will make there connections from May 23, 2016 - May 25, 2016
 4. Will move computers on Tuesday May 31, 2016
4. EH&S:
 - 1.
5. HVAC:
 1. Will drop a diffusers in by each door in room 401 - diffusers are being reused from the fitness center. Awaiting there availability
 2. 8x8 existing grates are in main corridor - please pick up or dispose of. Larry is sending Steve over to check this out
6. Custodial:
 1. Will clean the space on Tuesday May 24th in the evening
 2. Will move items (boxes, fridge, misc items) on Thursday May 26, 2016
 3. Will move chairs and any additional items on Tuesday May 31, 2016
7. Contract MEC
 1. Will complete the job by end of the day on Friday May 20, 2016
 2. Will try to use existing data cabling where ever possible. Will look to change existing cabling routes above ceiling to help lengthen existing cables to new locations.
 3. Will bring on additional staff tomorrow and Friday
8. General Notes
 1. Work order to be placed with BTF to remove old door signage from main corridor doors and paint (same color)