

Project Number 16-126
E-Builder Project Number 100100
Marano Campus Center - Rehab Copy Center
Meeting Minutes
August 16, 2016

Please note: TMA Project Number = 16-126 subproject have been created for each shop. Please create any work orders within this project.

Project Scope:

- Construct four new private offices in the existing space.
- Rework electrical, data, ceiling, lights, life safety, and mechanical systems to meet the needs of the new space.
- Remove existing gates and add an entrance similar to the other suites in the building.
- Remove any built-in cabinetry that will not support the new space program.
- New flooring (carpet) and paint.
- New furniture.

Project Schedule:

Demolition: July 5 - 8

Construction: August 2 - October 6

Present: Scott Sheridan BTC, Russell Cowles BTC, Tim Ganey EH&S, Martin Vera EL, Jason Mirisoloff FS, Tedra Marshall FS

1. BTC:
 1. Awaiting HVAC contractor
 2. Awaiting rough dimensions of door opening
 3. POs are with purchasing on above
2. BTF:
 1. Need to fill in floor tile where cabinetry was along west wall
3. CA:
 - 1.
4. EL:
 1. Lower existing outlets on south and east wall
 2. Follow behind BTF with rough-in
 3. Confirmed each office only needs one standard data outlet
 4. Provide one existing data cable for wireless port above ceiling
 5. Martin was questioned what type of wire to use for the fire alarm system

5. HVAC:
 1. Have PO being processed through purchasing
 2. Once J&A has PO, they will need two days to demo and rough in
6. EH&S:
 - 1.
7. CTS
 1. After outlets are complete, both telecom and networking will need to complete some work
 2. Request outlets be lowered to 18" A.F.F. on south and east walls
8. General Notes
 1. Furniture including chairs, doors (with frames and hardware), HVAC work, and carpet have been ordered
 2. Please update any purchases to show material and other costs under the correct subproject in TMA