

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: Mark Dixon BTC, Mike Izyk BTF, Scott Sheridan BTC, Russell Cowles BTC, Tim Ganey EH&S, Martin Vera EL, Jason Mirisoloff FS, Tedra Marshall FS

1. BTC:
  1. Remove majority of plastic from main corridor (keep in area where wall needs to be patched and painted)
  2. Start framing walls
  3. Secure the space with a plywood door
2. BTF:
  1. Patch and paint wall on corridor side
  2. Add matching wall base to above when complete
3. CA:
  - 1.
4. EL:
  1. Lower existing outlets on south and east walls
  2. Follow behind BTF with rough-in

3. Confirmed by Project Coordinator each office only needs one standard data outlet
  4. Provide one existing data cable for a wireless port above ceiling
  5. Make sure all existing jack labels stay with the wires
  6. Martin was questioned what type of wire to use for the fire alarm system?
5. HVAC:
1. Completed demo and rough-in on Tuesday, August 16
  2. Completed insulation Thursday August 18
  3. Would like call when studs are in place to relocate thermostat
  4. Would like call back when ceiling grid is installed
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. Please update any purchases to show material and other costs under the correct subproject in TMA