

Project Number 16-126
E-Builder Project Number 100100
Marano Campus Center - Rehab Copy Center
Kick Off Meeting
August 2, 2016

Please note: TMA Project Number = 16-126 sub project 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 - ?

1. BTC:
 1. Will finish demo and start to mobilizes this week
 2. Metal studs - 2 weeks
 3. Drywall and ceiling grid - 2 weeks (will need door frames)
 4. Mud and tape by contractor if budget allows
2. BTF:
 1. Carpet - 1 day
 2. Paint - 2 day (with no patching)
3. CA:
 1. 1 day to clean
4. EL:
 1. Will start rough ins prior to BTC finishing metal studs
 2. Marked up drawing with Tedra for power and data
 3. One exit sign with battery back-up will be installed to provide safe exiting should power go out
 4. Fire strobe on west wall will stay
 5. Will use and rework all existing data ports (keeping existing labels is key)

5. HVAC:
 1. Using contractor
 2. Will want to install rough in prior to ceiling grid work

6. EH&S:
 1. Sprinkler heads have been removed and capped
 2. Will relocate once ceiling grid is in place

7. CTS
 1. After outlets are complete, both telecom and networking will need to complete some work
 - 2.

8. General Notes
 1. Signs will be made asking building occupants to keep out - please let project coordinator know if visitors become a problem
 2. Furniture and carpet have been ordered