

Project Number 16-126  
E-Builder Project Number 100100  
Marano Campus Center - Rehab Copy Center  
Meeting Minutes  
August 30, 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, John Ferilito EL, Martin Vera EL, Carl Fultz EH&S, Jason Mirisoloff FS

1. BTC:

1. Entrance door is framed in and a temporary door is in place. Scott will finish filling in plywood and add hasp & padlock. (0356 roof hatch lock).
2. Bottom wall tracks are in place, Scott made field adjustments to room & hall dimensions. Mark approved changes and Scott will continue with the upper wall track then install the wall studs.
3. Scott will mark changes on drawing.

2. BTF:

1. Painters have finish the dry wall in corridor, looks to be ready for paint and base.
2. 3rd shift staff will begin working with Scott Sheridan tonight. (Dave will work 4hrs per night on the project and the remainder will be spent on work orders. Andy will work the full shift on the project)

3. CA:

- 1.

4. EL:
  1. John Ferlito asked if we could have a full size set of prints hung up at the site for the technicians to make up with changes / comments for the as built drawings. (this should be the same set Scott is marking up above and they are on site)
  2. Lower existing outlets on south and east walls
  3. Follow behind BTF with rough-in
  4. Confirmed by Project Coordinator each office only needs one standard data outlet
  5. Provide one existing data cable for a wireless port above ceiling
  6. Make sure all existing jack labels stay with the wires
  7. 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. Insulated ducts on Thursday, August 18
  
6. EH&S:
  - 1.
  
7. CTS
  - 1.
  
8. General Notes
  1. Please update any purchases to show material and other costs under the correct subproject in TMA