

Project Number 16-126
E-Builder Project Number 100100
Marano Campus Center - Rehab Copy Center
Meeting Minutes
August 9, 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

1. BTC:
 1. Awaiting HVAC contractor - prior to laying out stud walls
2. BTF:
 1. Need to fill in floor tile where cabinetry was along west wall for BTF to be able to place stud wall in this location
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
5. HVAC:
 1. Using contractor
 2. Awaiting three quotes

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

3.

8. General Notes

1. Awaiting third quote from Mechanical contractor

2. Furniture and carpet have been ordered