

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