

Project Number 16-126  
E-Builder Project Number 100100  
Marano Campus Center - Rehab Copy Center  
Meeting Minutes  
September 13, 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: Mike Izyk BTF, David Goewey BTF, Andrew DeWolf BTF, John Ferillito EL, Martin Vera EL, Jason Mirisoloff FS, Tedra Marshall FS

1. BTC:
  - 1.
  
2. BTF:
  1. Remove remaining cove base from wall prior to sheetrock finishers starting
  2. Continue to work on installing door frames with BTC guidance
  3. Continue to hang sheetrock
  4. Sheetrock finish contractor will start Monday the 19
  
3. CA:
  - 1.
  
4. EL:
  1. PRIORITY - any work needing to be completed within the framed walls
  2. Change flex tubing to conduit for any future changes
  3. Lower existing outlets on south and east walls

4. Office #4 only needs one data location, which will be the existing data on the south wall lowered
  5. Office #2 needs the existing data moved from south wall to west wall (near blank cover plate). Blank cover plate needs to become power
  6. Confirmed by Project Coordinator, each office only needs one standard data outlet
  7. Provide one existing data cable for a wireless port above ceiling
  8. Make sure all existing jack labels stay with the wires
  9. Martin was questioned, about what type of wire to use for the fire alarm system
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5. HVAC:
    1. Received all parts to complete the job
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6. EH&S:
    1. Need at least two days advanced notice to get sprinkler contractor back on campus
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7. CTS
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8. General Notes
    1. Please update any purchases to show material and other costs under the correct subproject in TMA