

Project Number 2215
E-Builder Project Number 100127
Penfield Library - Rehab Main Entry Vestibule
Meeting Minutes
October, 11 2017

Please note: TMA Project Number = 2215 subproject have been created for each shop. Please create any work orders within this project.

Project Scope:

- Replace ceiling with a 2 x 2 grid system with new ceiling tile
- Replace lighting with two new LED lighting fixtures
- Replace wall HVAC unit (heat only) with new, existing unit does not work properly
- Paint and patch all walls

Project Schedule:

- Fall 2017

Present: Mark Dixon, BTC; Lysa Norris, BTC; Mike Izyk, BTF; Andy DeWolf, BTC; Dave Goewey, BTF; John Ferlito, ES; Jacob Richardson, ES; Fred Matteson, PS; Jason Mirisoloff, FS; Derek Richards, HVAC; Kevin Knopp, FS; Tedra Marshall, FS; Brian Clyne, UP

Project Notes:

- Discussed current scope
 - a. A perimeter soffit will needed to be added to the vestibule space (4" wide) Then the center (new tile system can be raised up
 - b. Heater will take 6 weeks lead time
 - c. Ceiling work will be completed prior to heater being outfitted
- Schedule
 - a. Starting November 6th
 - b. Material list to supervisor (by end of next week)
 - c. This project requires things to be done in a timely manner
 - i. Make sure all materials are on site for the job prior to starting
 1. Using existing lights
 2. Order materials for ceiling soffit, grid, and tile
 3. Order heater
 - a. Coordinator support from ES and plumbing
 - b. Heater will be installed with HVAC 1st shift

