

**Facilities Services**

**Major Projects Group**

7060 State Route 104

Triple Wide Trailer

Oswego, NY 13126

315.312.6600

**Meeting Agenda – ADA Signage - Interior Signage**

**Meeting Information**

*Date:* April 26, 2016

*Time:* 9:00 am

*Location:* 301 Park Hall

|  |
| --- |
| Present |
| Present |
| Present |
| Absent |
| Present |

*Attendees:* Allen Bradberry – SUNY Oswego

Linda Paris – SUNY Oswego

Mike Lotito – SUNY Oswego

Paul Castaldo – PAC Associates

Douglas Baule – ids Custom Graphics

**Agenda Items**

* Schedule
  + Long lead time items
    - All signs except the directories are made in house which will be made by another company.
  + Time frame
    - Currently, there are no issues completing the project by August 1, 2016.
    - D. Baule will make the signs and then install them in batches per building.
    - Most buildings should be able to be completed in a day. MCC will take two days for install.
    - Oswego will remove old signs 1-2 days prior to install.
    - D. Baule will give 2 weeks’ notice for install dates.
    - End of June for start of install.
* Substitutions: None
* Submittals
  + Currently with PAC Associates who will pass them along to L. Paris. Submittals do not include the directories as D. Baule has not received them from outside company.
* Samples
  + Sample of sign type 1.4 was brought. One braille dot was drilled too deep and will be fixed.
* Frames for LEED certificates
  + 2 LEED certificates and photo example of frames given to D. Baule.
  + Requesting 4-10 frames, depending on cost.



**Other Notes**

* A. Gentile (Major Projects’ student worker) will help L. Paris with removal/install of signs.
* L. Paris will review submittals once she receives them. Turn around in about a week.
* D. Baule will deliver a building install order prior to install date.
* Errors in construction documents (zero cost change):

|  |  |  |  |
| --- | --- | --- | --- |
| Sheet Number | Location/Room Number | Incorrect Sign Type | Correct Sign Type |
| LEE-511 | L1-09 | 3.2B | 3.1B |
| LEE-511 | L1-11 | 3.2B | 3.1B |
| LDH-502 | LL-02 | 3.1 | 3.1B |
| LDH-503 | LL-04 | 3.1 | 3.1B |
| MCC-506 | 110A | 1.57 | 1.4 |
| PDH-501 | L1-01 | 3.1 | 3.2 |
| PDH-501 | L1-02 | 3.1 | 3.2 |
| PDH-502 | LB-01 | 3.1 | 3.2A |
| PDH-502 | LB-02 | 3.2 | 3.1B |
| PDH-502 | LB-03 | 3.1 | 3.2A |
| PDH-503 | LB-04 | 3.2 | 3.1B |

**Next Meeting Information**

* Conference call on May 31 at 9:00 am
* SUNY Oswego will call ids Graphics and PAC Associates