

**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