

**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:* May 31, 2016

 *Time:* 9:30 am

 *Location:* 301 Park Hall

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

 *Attendees:* Allen Bradberry – SUNY Oswego

 Linda Paris – SUNY Oswego

 Paul Castaldo – PAC Associates

 Joe Walto – PAC Associates

 Douglas Baule – ids Custom Graphics

 **Agenda Items**

* Schedule
	+ Status update
		- Materials are in house and production of signs has begun
	+ Schedule for building install order is expected on or around June 13, 2016
	+ Production of signs complete by June 27, 2016
* Submittals
	+ Submittals still needed for sign types 3.3, 7.1, 2.1A, 2.1B, and 4.4 and frames for LEED certificates
		- Submittals and cost estimate (frames) will be delivered to PAC Associates for review next week

**Other Notes**

* Lettering on sign 3.1B is the same as 3.1A.

 **Next Meeting Information**

* Call as needed
* Conference call on June 16 at 9:00 am
	+ Status update and discuss building install order
	+ SUNY Oswego will call ids Graphics and PAC Associates