

**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