

Project Number 16-111
E-Builder Project Number 100099
Culkin Hall Finance Suite Rehab
Meeting Minutes
April 20, 2016

Present: Mark Dixon BTC, John Ferlito Electrical, David James CTS, and Tedra Marshall

Project Scope: This project is for the renovation of the finance department located on the 4th floor of Culkin Hall. This department is divided into two-sub departments finance and purchasing. The project will include the following areas suite 401 (finance) and suite 402 (purchasing) rooms 403 and 404 (finance offices). In all of the mention areas the scope of work includes:

- Replacing the current carpet with new carpet tiles
- Updating the walls with a new coordinating paint scheme
- Replacing the current ceiling with a new 2' x 2' drop ceiling system housing new energy efficient light fixtures. The light fixture are Cree CR Series 2' x 2' fixture with dual switching to control the light levels; this will match other recently renovated areas of the building
- The mechanical systems will be extended / altered from the current ceiling to fix and function within the new drop ceiling system
- Electrical and data components will change as needed per the furniture design
- The life safety systems of the spaces will be brought up to current code and work with our existing building system
- During project planning we found asbestos in the mastic behind three walls cover in cork. The cork and the mastic will be removed per proper abatement procedures. This occurs in rooms 401A, 402A, and 402B
- New furniture will be programmed and purchased for the entire project per the space allocations guidelines provided by the New York State Construction Funds.

Demolition Period: April 20, 2016 - April 26, 2016

Abatement Period: April 26, 2016 - April 29, 2016 (SPACE IS NOT AVAILABLE FOR DEMOLITION WORK DURING THIS TIME FRAME)

1. BTC:

1. Order Dumpster
2. Remove Ceiling tiles and track
3. salvage any material
4. Do not remove ceilings in room 401A, 402A, and 402B

2. Electrical:

1. Remove all light fixtures
2. Provide temporary light fixtures
3. Remove power where noted on drawings (drawing provided to John)
4. Do not remove ceilings in room 401A, 402A, and 402B

3. CTS

1. Remove all old data cabling above ceiling
2. Remove data outlets found throughout floor in room 402
3. Label cable to be reused in removed from housing

4. EH&S

1. Remove Carpet Prior to abatement
2. Remove Electrical molding found on cork walls prior to abatement