

Project Number 16-111  
E-Builder Project Number 100099  
Culkin Hall Finance Suite Rehab  
Meeting Minutes  
April 26, 2016

Present: Mark Dixon BTC, John Ferlito Electrical, Larry Gigon HVAC, Lori Cook Academic Custodial, 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. Remove remaining ceiling in room 401D (prior to start of abatement)

2. Electrical:

1. Remove Floor outlets after abatement is finishes
2. John Ferlito and Tedra Marshall spoke with Jean Dufore in the registrar's office. We have permission to enter the space after hours to shut down power and remove the floor outlets above. Campus Police will need to provide access to the space. Tedra will coordinate time with John Ferlito after abatement is complete and send out e-mail to campus police.
3. Tedra to set up meeting with John Ferlito, David James, and Matt Moshier from MEC electric (still waiting for insurance documents to complete PO)

3. CTS:
  1. Tedra to set up meeting with John Ferlito, David James, and Matt Moshier from MEC electric (still waiting for insurance documents to complete PO)
4. EH&S:
  1. Remove any remaining carpet after abatement
5. HVAC:
  1. Will start work after ceiling grid is installed, prior to ceiling tile being installed
  2. Will be installing egg grates in the new ceiling grid
  3. With minimal duct extensions
6. Custodial:
  1. Will meet with Tedra and Vicki Furlong to see about making space in the basement for 150 boxes that are currently being stored in room 403.
  2. Will need to move these boxes to the basement after space is cleared (student worker and intern from major project, as well as, finance will be available to help with this)
7. Contract PAC
  1. Will start on Tuesday May 3rd
  2. Will have 4 workers on site to move project along quickly