

Project Number 16-111
E-Builder Project Number 100099
Culkin Hall Finance Suite Rehab
Meeting Minutes
May 3, 2016

Present: Mark Dixon BTC, John Ferlito Electrical, Lori Cook Academic Custodial, Chris Kenney PAC, Mary Depentu, 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)~~

Construction Period: April 30, 2016 - May 13th, 2016

1. BTC:
 1. Remove ceiling in room 403

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. Work to be completed May 4, 2016 2nd shift.
 3. Tedra to set up meeting with John Ferlito, David James, and Matt Moshier from MEC electric. Meeting schedule for May 4, 2016 at 2pm.

4. Remove lights in room 403 and demo power
3. CTS:
 1. Tedra to set up meeting with John Ferlito, David James, and Matt Moshier from MEC electric Meeting schedule for May 4, 2016 at 2pm
 2. Tedra mention that staff needs to label networking cabling if they are taking it out of the housing with the label on it or cutting the cable
4. EH&S:
 1. Remove any remaining carpet rooms 401, 402, and 403
 2. Remove loose floor tiles
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
 4. This work should be completed this week
6. Custodial:
 1. Will need to establish best move in date for returning occupants
 2. Tedra will try to eliminate the return of the filing cabinets from Mackin
 3. Tedra to find out the content of the grey bin (filled with papers)
7. Contract PAC
 1. Will attach fascia to the existing channel in front of the windows to allow the new ceilings to drop
 2. Will need to purchase anchors for the ceiling grid
8. General Notes
 1. The elevator walls where damaged and are planned to be repair quickly please take precautions when moving large items and carts in the elevators. The walls are wood laminate and veneer
 2. If you are unable to be at a job meeting please send a representative from your shop