

Project Number 16-111
E-Builder Project Number 100099
Culkin Hall Finance Suite Rehab
Meeting Minutes
May 10, 2016

Present: Mark Dixon BTC, John Ferlito Electrical, Christine Body EH & S, David James CTS, 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

Furniture Delivery: May 16, 2016 - May 18, 2016

1. BTC:
 1. Remove ceiling in room 404
 2. Remove overheads, tack boards, and wall rails from walls in 404
2. Electrical:
 1. Remove lights and demo power in room 404
3. CTS:
 1. 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 cove base in rooms 401, 402, and 403
 2. Remove carpet and base in room 404

5. HVAC:
 1. Need to complete installation of egg grates
 2. 8x8 existing grates are in main corridor - please pick up or dispose of

6. Custodial:
 1. Will need to establish best move in date for returning occupants
 2. Old filing cabinets will not be returning

7. Contract PAC
 1. Will return to install Ceiling in room 404

8. General Notes
 1. Will have electrical contractor add support for new light fixtures
 2. Work order to be placed with BTF to remove old door signage from main corridor doors and paint (same color)