



SUNY Oswego
Facilities Services
Provide, Support & Serve

SUNY Oswego
Facilities Services
Monthly Project Update

November, 2016

Project #	100133
Project Name	Food Pantry Temporary Location

Project Scope	<p>Removing all of the existing furniture from room 3 to the back of house storage area of the basement of Penfield library. We propose using contractor for this move as the majority of the pieces are large stacks of flat files and full filing cabinet.</p> <p>After the furniture is removed the walls and floor will be reviewed to see if any maintenance such as painting or waxing needs to take place</p> <p>Install three rows of library shelving in the space</p> <p>Install three doors in the back of house storage area to secure maintenance archives</p>
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Project Phase	C3 - Construction
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Current Project Coordinator	Tedra Marshall
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Consultants		
Contractors		

Project Update	<p>10-18-16 - Tedra Marshall</p> <ul style="list-style-type: none"> - The food pantry will beginning loading the supplies today at 1pm- The existing desks units and folding table will be moved into the space by Monday the 24 - The locks will be completed by Wednesday 26 (abatement team will be need to remove the cores, the work order has been updated) - There will be three keys for the space issued (1) for the dean of students (1) for campus life (1) to remain at the front desk of the library for student workers of the food pantry to sign out. These keys will not only open room 3 and all it sub rooms but will dis alarm and alarm the security alarm on the west staircase so student may exit the building through this area
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Project Schedule	Project Start Date	09/21/2016
	Project Finish Date	09/21/2016
	Planning Start Date	
	Planning Finish Date	
	Design Start Date	
	Design Finish Date	
	Construction Start Date*	
	Construction Finish Date*	
	Equipment Start Date	
	Equipment Finish Date	
*Construction Dates Include Warranty Period		

Project Costs	Projected Budget	\$ 10,500
	Projected Costs	\$ 0
	Projected Budget Variance	\$ 10,500