CAPITAL PROJECT NOTIFICATION
Design & Construction Department

Renovations to Converse Rooms 102-AA and 102-E (Institutional Research Office)

Date Issued: May 17, 2010

AREAS IMPACTED: Converse Hall.

General description of impact: This project will divide the single space that is now 102-AA & 102-E into two separate offices. A new full-height wall will be constructed between the offices, and modifications will be made to the mechanical and electrical systems to support this division.

Contractors will be accessing the space on a regular basis to remove construction debris and to deliver new materials. The work will create some noise on the north and east sides of the building, on all floors. Contractors may need to periodically access adjacent spaces (including the Financial Aid Department, directly below) to work on mechanical and electrical systems.

Start Date: Monday, May 24, 2010
Anticipated Finish Date: Friday, July 30, 2010

Your cooperation is greatly appreciated. If you have any questions please call the Service Center, X-2254.

Primary Contact: Mark Tassinari  Secondary Contact: Tom Davies

DISTRIBUTED TO THE FOLLOWING:

To be posted in Converse Hall.
To be faxed to all departments in Converse Hall.
To be distributed to all departments within the Facilities Department.