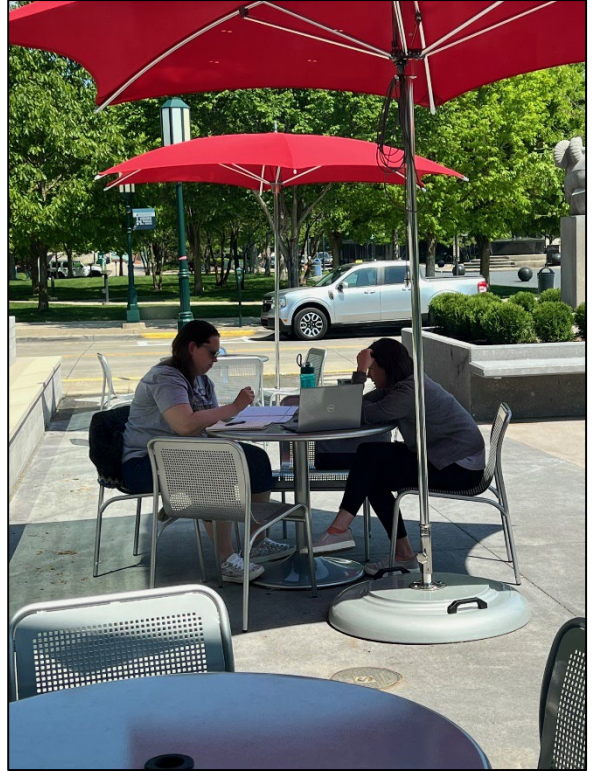


PHASE 3 RENOVATION
UPDATE:
May 2024

Phase 3 Updates: May 2024

Since our last meeting, the furniture for the Merrill and Bates plaza has been installed and well used by visitors. Staff have even used the tables for meetings. This corner will be a lovely resting spot throughout the year. The landscaping is nearly complete and is filling in nicely.



A sprinkler line leftover from the original 1980 round garden bed is still live and is causing some leakage of water at the corner of the Youth Room. PCI Dailey has identified the source and will be capping the line next week.



The materials handling system “sorter” installation was completed on May 15. The initial quote for the work was \$65,000. However, we had to pay an extra fee of \$8,700 for two technicians to rewire and finalize use of the machine. When we disassembled the unit in June 2023, we had to cut the wires on the machine in order to separate the pieces and relocate it to the lower level. Our only storage option was in the lower level due to first floor construction, so this fee was not avoidable.



A walk through will be held on Monday, May 20 to develop the final punch list for the project. PCI Dailey plans to turn the building over to us and reopen the front entrance by mid-June.

The following items will need to be completed before we reopen the front entrance:

- Shade corrections/replacements are slated to be completed on Monday, May 20.
- The new tile stairs should be completed by Friday, May 17.
- Floor grilles will be arriving on May 17 and installation should be complete by Friday, May 24.
- The Nanawall trim is being delivered May 16 and will be installed on Monday, May 20
- Additional plaster patching and cleaning of the ramp is scheduled for Friday, May 17
- A couple sprinkler caps need to be replaced and will be installed the week of May 20.
- Concrete corrections will be completed by Friday, May 17.

- The temporary wall will be removed the last week of May. At that time, painting, patching and cleanup will also occur, pending final approvals.

Our Ribbon Cutting and Open House will be held on Sunday, September 15, 2024, from 1:00 to 3:00 p.m.

Owner-Architect-Contractor (OAC) Meetings

The last OAC meeting was held on April 17, at which time an intermediate punch list was created. Since then, OAC meetings have been suspended while we wait for the staircase to be completed and for contractors to complete items from the punch list.

The next OAC meeting will be held on Monday, May 20, 2024 at 11:00 a.m. At this meeting, the team will walk through the space and complete the final punch list.

Project Budget

The project has a total contingency of \$141,966. The contingency has been used for the following items to date:

| | |
|--|--------------------|
| Carpet tiles for study room area | -\$6,710.00 |
| Jersey Barrier Fencing | -\$34,309.00 |
| Cove Lighting above Study Rooms | -\$11,450.00 |
| Sitework changes | -\$2,942.00 |
| Additional carpentry work for study rooms | -\$4,840.00 |
| <i>HVAC revisions (credit)</i> | <i>+\$4,048.05</i> |
| 18" GRG Plasterform Column Cover | -\$4,826.00 |
| <i>Glass revisions in study rooms (credit)</i> | <i>+\$1,200.00</i> |
| <i>Landscape revisions (credit)</i> | <i>+2,360.00</i> |
| Restroom Column | -\$4,275.00 |
| Electrical revisions | -\$6,066.00 |
| Paint walls, door frames, base outside gallery | -\$500.00 |
| Acrovyn kickplate for Access Services door | -\$500.00 |
| Limestone base at new entrance | -\$14,975 |
| Plaster skimcoat of original ramp wall | -\$975 |
| Paint for Friends basement room | -\$762 |
| Carpet installation for Friends room | -\$1,175 |
| Lighting in Access Services Office | -\$2,715 |
| Soffit for elevator | -\$2,600 |
| Information desk revisions | -\$5,875 |
| Restroom painting | -\$850 |
| New Non-fiction wall painting | -\$272 |
| Printer cabinet modifications | -\$1,275 |

The amount remaining in the contingency is \$41,682.

PCI Dailey will be issuing a credit of \$5,000 for permit fees that the City waived.

As of this time, we also have about \$45,000 remaining in our FFE budget.



View of Baldwin Public Library in 1960 and today



View of newly poured stairs and plaster refinishing in progress



View of plaza from new café space



Barbara Heller sent the family of Marshall Fredericks a picture of his Siberian Ram sculpture in situ and they all loved how it looked.



View of newly planted Hornbeam trees and plaza



View of plaza from corner of Bates and Merrill Streets



View of new Information Desk, with Hot Picks shelving in the left background



View of new café tables, assembled by Jaclyn, Kristen, and Rebekah



View of steps from front door



View of steps from top of ramp



View of stair treads



View of Rotary Room with bump out for elevator

Baldwin Public Library: PHASE 3 RENOVATION BUDGET

| | Current Budget |
|---|---------------------|
| Renovation Costs | |
| Constr. Costs incl. FOL counter, Study Rooms, Snow Melt | \$ 3,429,574 |
| Deduct alts - Skylight \$239,030 and Light Cove \$11,450* | |
| Construction Manager Fee (2.5%) | \$ 91,114 |
| Liability Insurance | \$ 14,578 |
| Owner's Contingency | \$ 141,966 |
| Guaranteed Maximum Price | \$ 3,677,232 |
| | |
| Other Costs: not coordinated by PCI Dailey | |
| Architectural Fees | \$ 264,000 |
| Engineering Fees | \$ 19,210 |
| FFE & AV/Low Voltage Wiring | \$ 115,000 |
| Furniture Moving (Elevator Room, Circ Desk, Teen, Etc) | \$ 5,000 |
| Signage made by Idea Lab | \$ 1,000 |
| Endowment plaque installation | \$ 1,750 |
| Artpack: Siberian Ram sculpture relocation/storage | \$ 19,800 |
| Sorter Relocation | \$ 50,000 |
| TOTAL: Other Costs | \$ 475,760 |
| GRAND TOTAL | \$ 4,152,992 |

| | |
|---|---------------------|
| Funding Sources | |
| Millage up to Headlee Cap for FY21-22 through FY25-26 | \$ 3,353,057 |
| Existing Millage/Cash Reserves | \$ 237,943 |
| Transfer from Library Trust | \$ 561,992 |
| TOTAL FUNDS | \$ 4,152,992 |

Deduct alternates*

| | | | |
|-----------------|----|---------|--------|
| Skylight | \$ | 239,030 | Remove |
| Friends counter | \$ | 5,300 | Keep |
| Study rooms | \$ | 34,730 | Keep |
| Light cove | \$ | 11,450 | Keep |
| Snow melt | \$ | 85,110 | Keep |

Budget Approvals

| | | |
|--------------------------------------|-----------|------------------|
| Construction (paid in FY22-23) | \$ | 54,959 |
| Arch Svcs (paid in FY22-23) | \$ | 244,000 |
| Construction (FY23-24 Budget)* | \$ | 3,622,273 |
| Arch. Svcs: Constr. Admin (FY23-24) | \$ | 20,000 |
| Sorter Relocation (FY23-24 Budget) | \$ | 50,000 |
| Other Fees (from Trust) | \$ | 161,760 |
| TOTAL FUNDS | \$ | 4,152,992 |

*Requires FY23-24 budget adjustment

Additional Trust Funds Available

Trust

| | | |
|-------------------------------|-----------|----------------|
| Van Dragt Donation | \$ | 74,909 |
| General Spendable Funds | \$ | 484,152 |
| Building Funds | \$ | 366,637 |
| TOTAL | \$ | 925,698 |
| Trust funds used for project | \$ | (561,992) |
| Remaining funds after project | \$ | 363,706 |

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

| | Current Budget | Paid to Date | Projected | (Over)/Under |
|---|---------------------|---------------------|---------------------|------------------|
| PCI Dailey Construction Costs* | \$ 3,677,232 | \$ 3,158,285 | \$ 3,677,232 | |
| Pay Application #1 - paid in FY22-23 | | \$ 54,959 | | |
| Pay Application #2 | | \$ 116,304 | | |
| Pay Application #3 | | \$ 193,672 | | |
| Pay Application #4 | | \$ 343,353 | | |
| Pay Application #5 | | \$ 553,186 | | |
| Pay Application #6 | | \$ 481,601 | | |
| Pay Application #7 | | \$ 361,430 | | |
| Pay Application #8 | | \$ 285,424 | | |
| Pay Application #9 | | \$ 236,966 | | |
| Pay Application #10 | | \$ 163,092 | | |
| Pay Application #11 | | \$ 368,299 | | |
| Architectural Fees | \$ 264,000 | \$ 263,000 | \$ 264,000 | |
| Fees paid through March 2024 | | \$ 263,000 | | |
| Engineering Fees | \$ 19,210 | | \$ - | \$ 19,210 |
| FFE & AV/Low Voltage Wiring | \$ 115,000 | | \$ 77,042 | \$ 37,958 |
| MCR - Demolition & installation of low voltage wiring | \$ 7,616 | | | |
| NBS Relocate PA Equipment | \$ 1,434 | | | |
| NBS Gallery Speaker installation | \$ 1,242 | | | |
| Audio Rack Relocation in Rotary Room | \$ 3,800 | | | |
| Shaw security cameras | \$ 572 | | | |
| Shaw Door Counter for front entry | \$ 4,411 | | | |
| 5 Idea Lab Adjustable Height Tables | \$ 2,599 | | | |
| 2 Access Services Work Desks | \$ 2,812 | | | |
| 3 Umbrellas with stands | \$ 8,182 | | | |
| Mural in café | \$ 12,000 | | | |
| 6 outdoor tables with 24 chairs | \$ 19,295 | | | |
| 10 white square indoor tables | \$ 4,740 | | | |

| | | | | | |
|--|-----------|------------------|-----------|------------------|-------------------------------|
| 6 Sample chairs | \$ | 686 | | | |
| 75 indoor chairs | \$ | 7,653 | | | |
| Furniture Moving | \$ | 5,000 | \$ | - | \$ 5,000 |
| Signage made by Idea Lab | \$ | 1,000 | \$ | 1,000 | |
| Endowment plaque installation | \$ | 1,750 | \$ | - | \$ 1,750 |
| To be installed by Millwork contractor | | | \$ | - | |
| Siberian Ram sculpture relocation/storage | \$ | 19,800 | \$ | 14,473 | \$ 14,850 \$ 4,950 |
| Deposit - 5/30/23 | | | \$ | 3,400 | |
| Removal fee - 6/10/23 | | | \$ | 4,273 | |
| Storage fee | | | \$ | 1,250 | |
| Reinstallation fee | | | \$ | 5,550 | |
| Sorter Relocation | \$ | 50,000 | \$ | 73,742 | \$ (23,742) |
| TOTAL | \$ | 4,152,992 | \$ | 3,713,232 | \$ 4,107,866 \$ 45,126 |

| | | | |
|--|--------------|------------------|-------------|
| <i>*Construction Contingency</i> | <i>Total</i> | <i>Remaining</i> | <i>Used</i> |
| Carpet tiles for study room area | | \$ | (6,710) |
| Jersey Barrier Fencing | | \$ | (34,309) |
| Cove Lighting above Study Rooms | | \$ | (11,450) |
| Sitework changes | | \$ | (2,942) |
| Additional carpentry work for study rooms | | \$ | (4,840) |
| HVAC revisions (credit) | | \$ | 4,048 |
| 18" GRG Plasterform Column Cover | | \$ | (4,826) |
| Glass revisions in study rooms (credit) | | \$ | 1,200 |
| Electrical revisions | | \$ | (6,066) |
| Restroom Column | | \$ | (4,275) |
| Landscape revisions (credit) | | \$ | 2,360 |
| Paint walls, door frames, and base outside gallery | | \$ | (500) |
| Acrovyn kickplate for Access Services door | | \$ | (500) |

| | | | | | |
|---|----|---------|----|--------|--------------|
| Limestone base at new entrance | | | | \$ | (14,975) |
| Plaster skimcoat of side wall | | | | \$ | (975) |
| Paint for Friends basement room | | | | \$ | (762) |
| Carpet installation for Friends basement room | | | | \$ | (1,175) |
| Soffit for elevator (encapsulates ducts) | | | | \$ | (2,600) |
| Brighter lighting in Access Services office | | | | \$ | (2,715) |
| Information desk revisions | | | | \$ | (5,875) |
| First floor restroom painting | | | | \$ | (850) |
| New Non-fiction wall painting | | | | \$ | (272) |
| Printer cabinet modifications | | | | \$ | (1,275) |
| | \$ | 141,966 | \$ | 41,682 | \$ (100,284) |

Updated 5/15/2024

BPL Phase 3 OAC Meeting Agenda: Meeting #46

| | | | |
|-------------------------|--|---------------------|--|
| Meeting Date | Apr 17, 2024 | Meeting Time | 11:00 AM - 12:00 PM Eastern Time (US & Canada) |
| Meeting Location | On-Site | | |
| Overview | Meeting for the Baldwin Public Library Phase 3 Project | | |
| Attachments | | | |

Scheduled Attendees

| Name | Company | Phone Number | Email |
|------------------|----------------------|--------------|--------------------------|
| Steve Schneemann | | | ss@mcdarchitects.com |
| Dianne Schurg | MCD Architects | | ds@mcdarchitects.com |
| Paul Danko | PCI Industries, Inc. | | pdanko@pcidailey.com |
| Adam Mabry | PCI Industries, Inc. | | amabry@pcidailey.com |
| Tyler Wilson | PCI Industries, Inc. | | twilson@pcionesource.com |

RFIs

Procurement / Long Lead Items

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 2.1 | 40 | Nanawall | | | | Open |
| | | Description Locking bar Ship date is 4/16. Locking bar to arrive approximately 4/27. Has shipped from Germany. | | | | |
| | | Previous Meeting Minutes Apr 10, 2024 (None) | | | | |

Owner / AE Items

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 3.1 | 1 | Stairs | | | | Open |
| | | Description Work is currently underway. Planned re-pour of stairs on Friday of this week. Field measurements for handrails are Monday 4/22. They will reuse what they can for the handrails in order to expedite as much as possible Once handrails are in, tile work can begin, followed by additional repairs. | | | | |
| | | Previous Meeting Minutes Apr 10, 2024 Design was completed and received by PCI-Dailey. Tile, trim, and nosings were ordered. 7-10 days on the tile order | | | | |

Approximately 8 weeks from received design for duration of work. Timing will improve if possible.

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|--|------------|---------------|------------|----------|----------|--------|
| 3.2 | 44 | Floor Grilles | | | | Open |
| Description Awaiting ship date on flanged grilles. <div>About 3 weeks out, and then these will be swapped for the existing grilles</div> | | | | | | |
| Previous Meeting Minutes Apr 10, 2024 (None) | | | | | | |

Punch List

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|---|------------|------------|------------|----------|----------|--------|
| 4.1 | 45 | Punch List | | | | Open |
| Description Items we are aware of or are already in progress: <ul style="list-style-type: none"> • Soft close hinges for cabinet doors/drawers • Cafe countertop completion • 2 Sprinkler head covers at vestibule and high ceiling • Exterior landscaping / sprinkler • Honeycomb fills at planter bench seating • Interior slab patching at doors • Nanawall Locking Trim • Patch/paint at bottom of book drop • Caulk at top of glass between stair and elevator • Stair completion • Window film in existing staff workroom • Two tone light fixture at reception desk - mfg is sending replacement light • Remove Temp walls & patch/paint • Remove temp ramp / restoration / gate reinstallation • Caps at old door entry glass framing • Owner's training for HVAC equipment | | | | | | |
| Previous Meeting Minutes Apr 10, 2024 Punch list was moved to 4/17. <div>Punch list was developed, but the area around the stairs will be reviewed later.</div> | | | | | | |

Uncategorized Items

PCI Industries, Inc
21717 Republic St.
Oak Park, Michigan 48237
United States
+12485422570

Punch Items for GC-2304-007 - Baldwin Public Library

32 Items

#1: Exterior SE Patio- Complete Honeycomb Patching

Type: Location:
Exterior renovations S.E. Side

Date Created: Due Date:
04/03/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Pete Glomson (J.J. Barney Construction)
Chris Bruton (J.J. Barney Construction)
Work Required
Glomson, Pete (J.J. Barney Construction)
Work Required
Bruton, Chris (J.J. Barney Construction)
Work Required

Description:
Complete patching of honeycomb voided areas on the new planter bench on the south east side exterior.

#2: Book Sorting conveyor glass panels

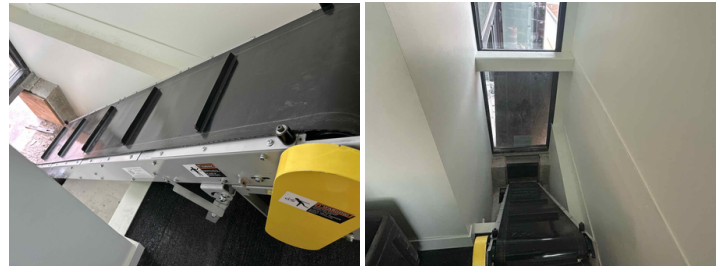
Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/30/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry A-105, detail 4 (elevator enlarged floor plan) / A-400, wall section 1.

Punch Item Manager: Final Approver:



Adam Mabry

Ball in Court:

Scott McKay (Clinton Valley Products LLC)

Mark Juliano II (Clinton Valley Products LLC)

Adam Mabry

Assignee Name:

McKay, Scott (Clinton Valley Products LLC)

Work Required

Juliano II, Mark (Clinton Valley Products LLC)

Work Required

Description:

36 inch high panels on the left and right sides of the conveyor need to be installed to keep books from falling down into the voids below the sides of the conveyor, this can now be measured as the conveyor is in its final resting place. Also, as indicated on the drawings, half-inch glass rails will need to be installed on the sides of the conveyor belt to keep books from sliding off the sides.

#3: Book Sorting - silicone joints

Type:

Location:

Book Sorting 106

Date Created:

Due Date:

04/17/2024

04/30/2024

Priority:

Status:

Work Required

Creator:

Reference:

Adam Mabry

Punch Item Manager:

Final Approver:

Adam Mabry



Ball in Court:

Assignee Name:

McKay, Scott (Clinton Valley Products LLC)

Work Required

Juliano II, Mark (Clinton Valley Products LLC)

Work Required

Description:

#4: Book Sorting - complete book-drop installation

Type:

Location:

Book Sorting 106

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

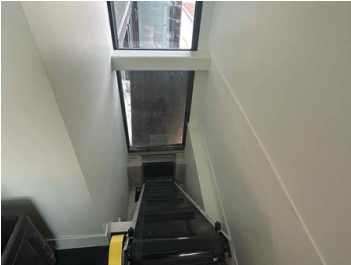
| | |
|---------------------|---|
| Punch Item Manager: | Final Approver: |
| Adam Mabry | Adam Mabry |
| Ball in Court: | Assignee Name: |
| | Ranbarger, Danielle (Conquest Construction Co.) |
| | Work Required |
| | Schofield, Mark (Conquest Construction Co.) |
| | Work Required |

Description:

Exterior Book- drop box is currently only dry-Fit into place, needs to be fastened in for a Complete install.

#5: Book Sorting - conveyor glass panels

| | |
|---------------|------------------------------------|
| Type: | Location: |
| | Book Sorting 106 |
| Date Created: | Due Date: |
| 04/17/2024 | 04/25/2024 |
| Priority: | Status: |
| | Closed by Adam Mabry on 04/17/2024 |
| Creator: | Reference: |
| Adam Mabry | |



| | |
|---------------------|--|
| Punch Item Manager: | Final Approver: |
| Adam Mabry | Adam Mabry |
| Ball in Court: | Assignee Name: |
| | Juliano II, Mark (Clinton Valley Products LLC) |
| | Work Required |
| | McKay, Scott (Clinton Valley Products LLC) |
| | Work Required |

Description:

Now that the conveyor belt is in its final location, 36” high glass panels need to be installed in order to keep books from falling into the void below.

#6: Book Sorting - door handle replacement

| | |
|---------------|--------------------------------------|
| Type: | Location: |
| | Book Sorting 106 |
| Date Created: | Due Date: |
| 04/17/2024 | 04/25/2024 |
| Priority: | Status: |
| | Closed by Tyler Wilson on 04/23/2024 |

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Juliano II, Mark (Clinton Valley Products LLC)
Work Required
McKay, Scott (Clinton Valley Products LLC)
Work Required



Description:
This is not the style of the original door handle on this door specifically, and since this door’s replacement, they noticed it is different and has a return hook style lever and is not the preferred style nor does it match other handles installed in this phase of the project.

#7: Book Sorting- paint touch ups (after book return vendor completes)

Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/30/2024

Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bobzin, Jacob (PCI Industries, Inc.)
Work Required



Description:
The work required here will not be necessary until the book drop conveyor vendor has completed his work at the end of this month.

#8: Book Return- Complete Light Installation

Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:

Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

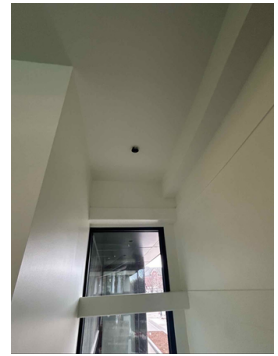
Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required



Description:
fixture is still sitting down below ceiling surface needs to be fully installed and trim flush with the ceiling like the others.

#9: Book Sorting - blank off single gang box

Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

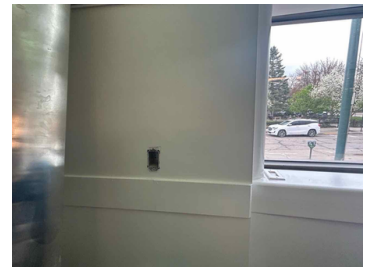
Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required



Description:
The single gang box was recently realized to be abandoned and / or empty recently, and was requested to be blanked off as they do not use it.

#10: Book Sorting - Drywall Patch over demo'd return air grille

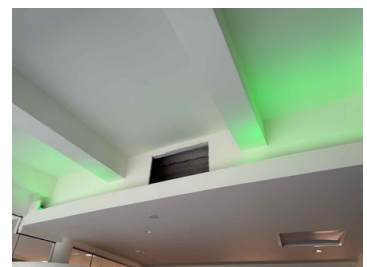
Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator:

Reference:



Adam Mabry

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Ranbarger, Danielle (Conquest Construction Co.)
Work Required
Schofield, Mark (Conquest Construction Co.)
Work Required

Description:

#11: Circulation - complete base paint

Type:

Location:
Circulation Desk 104

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Mabry, Adam (PCI Industries, Inc.)
Work Required
Bobzin, Jacob (PCI Industries, Inc.)
Work Required

Description:



#12: Circulation- touch up Holds shelving at apex & bottom row

Type:

Location:
Circulation Desk 104

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:

Final Approver:



Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required

Description:
There are rough edges exposed on the under side of the top of the shelf opening on the bottom shelves that were modified for larger items. Also, minor scuffs need to be addressed at the Apex of the radius on the same piece, i.e. closest to the blue wall.

#13: Circulation- fill open hole at cloud light entry point

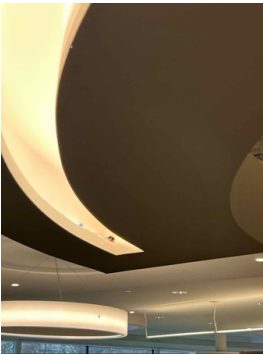
Type: Location:
Circulation Desk 104

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry



Ball in Court: Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:
Void where power came through to feed the rope light needs to be filled and not visible from the front of the desk.

#14: Circulation - carpet repairs

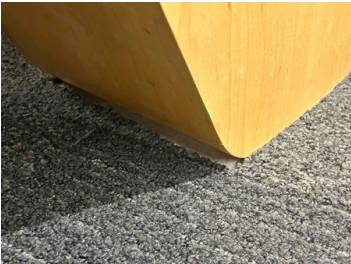
Type: Location:
Circulation Desk 104

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:



Adam Mabry

Ball in Court:

Gary Stanton (PCI Industries, Inc.)

Description:

Adam Mabry

Assignee Name:

Stanton, Gary (PCI Industries, Inc.)

Work Required

Carpet repairs needed at circulation desk legs/bases, as well as at the bottom row of the holds shelving and in the open space in the center next to the printer shelf.

#15: Circulation- pass over corian top with sander for minor surface scratches.

Type:

Location:

Circulation Desk 104

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

Punch Item Manager:

Final Approver:

Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

Kurtz, Dave (Division 6 Fabrication and Installation)

Work Required

Kurtz, Michelle (Division 6 Fabrication and Installation)

Work Required



Description:

#16: Circulation- align cabinet doors

Type:

Location:

Circulation Desk 104

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

Punch Item Manager:

Final Approver:

Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:



**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required

Description:

#17: Circulation- adjust (new) rope light in cloud alcove once new light delivers, not to be visible from the front of the desk.

Type: Location:
Circulation Desk 104

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Jason Bennett (E.L. Electrical Contracting) Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:



#18: Lounge - 2" can lights different colors, yellow & white

Type: Location:
Lounge 105

Date Created: Due Date:
04/17/2024 04/25/2024

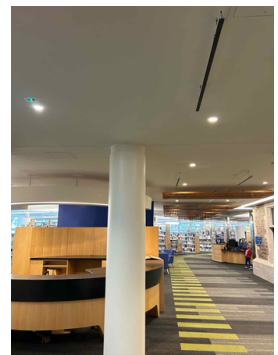
Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:
Lights that were outside the temp wall have a different light



color compared to the lights in rest of the lounge.

#19: Lounge- caulk at both elevator door headers

| | |
|--|--|
| Type: | Location: Lounge 105 |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |
| Priority: | Status: Closed by Adam Mabry on 04/23/2024 |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: | Assignee Name: Mabry, Adam (PCI Industries, Inc.) <i>Work Required</i> Bobzin, Jacob (PCI Industries, Inc.) <i>Work Required</i> |



Description:

#20: Lounge- light in elevator 1 alcove not working

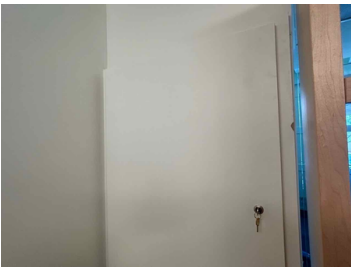
| | |
|--|---|
| Type: | Location: Lounge 105 |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |
| Priority: | Status: Closed by Adam Mabry on 04/23/2024 |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: | Assignee Name: Bennett, Jason (E.L. Electrical Contracting) <i>Work Required</i> |



Description:

#21: Lounge- touch up Paint @ elevator power cabinet

| | |
|--|---|
| Type: | Location: Lounge 105 |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |
| Priority: | Status: Closed by Tyler Wilson on 04/23/2024 |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: | Assignee Name: Bobzin, Jacob (PCI Industries, Inc.) <i>Work Required</i> |
| Description: | |



#22: Lounge - make Hot Picks shelving level & plumb

| | |
|--|--|
| Type: | Location: Lounge 105 |
| Date Created: 04/17/2024 | Due Date: 04/29/2024 |
| Priority: | Status: Work Required |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: | Assignee Name: Kurtz, Dave (Division 6 Fabrication and Installation) <i>Work Required</i> Kurtz, Michelle (Division 6 Fabrication and Installation) <i>Work Required</i> |
| Description: | |



#23: Rotary Room- missing escutcheons

| | |
|------------------------------------|---------------------------------|
| Type: | Location: Rotary Room |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |

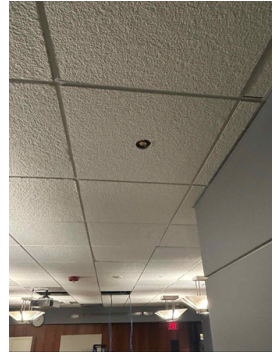
Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry

Ball in Court: Assignee Name:
Dan Briggs (Jackson Associates, Inc.)
Work Required

Description:



#24: Lower Level Family Restroom- paint under sink “soft gray”

Type: Location:
Rotary Room

Date Created: Due Date:
04/17/2024 **04/25/2024**

Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry

Ball in Court: Assignee Name:
Mabry, Adam (PCI Industries, Inc.)
Work Required
Bobzin, Jacob (PCI Industries, Inc.)
Work Required

Description:



#25: Vending - adjust doors @ cafe millwork

Type: Location:
Cafe 103

Date Created: Due Date:
04/17/2024 **04/25/2024**

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry



Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required

Description:

#26: Cafe- 2” white Corian base needed to close bottom gap at the vending machine alcove- inside and out, remove shims.

Type:

Location:
Cafe 103

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Tyler Wilson on 04/23/2024



Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required

Description:
**Shims were removed and exterior is caulked in place.
Explanation for interior reveal is that shim space is required
for all millwork pieces and visibility will be heavily obscured
once vending machine is in place.**

#27: Cafe - extension box needed at Nana Wall controller

Type:

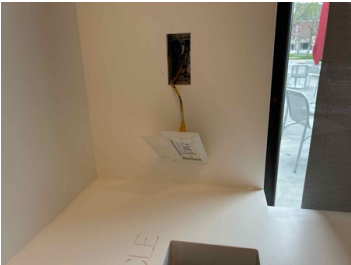
Location:
Cafe 103

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024



Creator:
Adam Mabry

Punch Item Manager:
Adam Mabry

Ball in Court:

Description:

Reference:

Final Approver:
Adam Mabry

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required

#28: Collaboration- replacement of 5 mis-aligned window shades

Type:

Location:
Collaboration 102

Date Created:
04/17/2024

Due Date:

Priority:

Status:
Work Required

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:
Shane Feirick (Triangle Window Fashions)

Assignee Name:
Feirick, Shane (Triangle Window Fashions)
Work Required

Description:



#29: Collaboration- tuck cloud alcove lights down and back into cove

Type:

Location:
Collaboration 102

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)



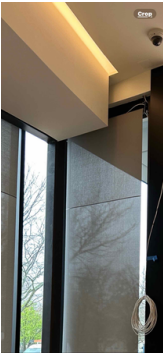
Work Required

Description:

#30: Collaboration- cover/conceal shade power & control wiring

| | |
|---|--|
| Type: | Location: Collaboration 102 |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |
| Priority: | Status: Work Required |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: Shane Feirick (Triangle Window Fashions) | Assignee Name: Feirick, Shane (Triangle Window Fashions) <i>Work Required</i> |

Description:



#31: Collaboration- paint J-boxes black

| | |
|--|---|
| Type: | Location: Collaboration 102 |
| Date Created: 04/17/2024 | Due Date: 04/25/2024 |
| Priority: | Status: Closed by Tyler Wilson on 04/23/2024 |
| Creator: Adam Mabry | Reference: |
| Punch Item Manager: Adam Mabry | Final Approver: Adam Mabry |
| Ball in Court: | Assignee Name: Bobzin, Jacob (PCI Industries, Inc.) <i>Work Required</i> |

Description:



#32: Staff Workroom- opaque window film on 2 windows

| | |
|-------|---------------------------------------|
| Type: | Location: Ex Staff Workroom |
|-------|---------------------------------------|

Date Created:
04/18/2024

Priority:

Creator:
Adam Mabry

Punch Item Manager:
Adam Mabry

Ball in Court:

Mark Juliano II (Clinton Valley Products LLC)

Scott McKay (Clinton Valley Products LLC)

Due Date:
04/25/2024

Status:
Work Required

Reference:
A-406/2A

Final Approver:
Adam Mabry

Assignee Name:
Juliano II, Mark (Clinton Valley Products LLC)
Work Required
McKay, Scott (Clinton Valley Products LLC)
Work Required

Description:

Opaque window film needed on two windows to hide new MEP's seen from inside this existing room, in the new chase at the north side jam of the Nanawall.

A photograph showing a modern office space. In the foreground, there's a mezzanine level with a white desk and a chair. In the background, a glass-walled elevator shaft is visible, leading to different floors. The office has a clean, minimalist design with white walls and a glass railing.