



**Administration and Planning**

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## MEMORANDUM

**To:** Professor Suzanne C. Schick

**From:** G. Scott Anderson

*Scott.*

**Date:** October 24, 2012

**Subject:** Facilities Committee – Meeting of October 3, 2012

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The Committee discussed and received reports on the following:

1. Facility Projects:
    - a. Completed and currently underway (Attachment 1)
    - b. Timetable for the Chambers Street Reprogramming (Attachment 2)
  2. Environment, Health and Safety Status Report
  3. New Business:
    - a. Explanation of MSDS
    - b. Fiterman Hall Move
    - c. Staff EHS-related training
    - d. Dry Erase Pilot
    - e. Staff uniforms
    - f. Bio-hazard protocols
    - g. Waste stream management (toxic, medical, universal and recycling)
    - h. Fiterman Hall training of support staff
    - i. Committee familiarization and orientation plan
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Attachments 1 & 2

**CAMPUS FACILITIES PROJECT STATUS SHEET as of 10.1.2012**

#	Location	DEPARTMENT	DESCRIPTION	STATUS
<b>199 CHAMBER ST. PROJECTS</b>				
1	S170 B New Student Help Desk	CCC	S170 B New Student Help Desk Furniture and Carpet	Completed 2011
2	S170B Corridor Sprinkler	CCC	S170B Corridor Sprinkler	Completed 2011
3	Theater One Rigging Repair	TPAC	Theater One Rigging Repair	Completed 2011
4	Front Entrance Loose Signage Repair	Admin. & Planning	Front Entrance Loose Signage Repair	Completed 2011
5	Gymnasium Locker room	Athletics	Gymnasium Lockers Replacement	Completed 2011
6	Library Furniture	Library	Library Furniture - Circulation Desk, Lounge seating	Completed 2011
7	Learning Resource Center	LRC	Learning Resource Center Glass Cubicles	Completed 2011
8	N551	Modern Language	Modern Language Adjunct Office/capet, paint, furniture	Completed 2011
9	N623	Mathematics	Mathematics Adjunct Office/capet, paint, furniture	Completed 2011
10	N445	Dev. Skills	Developmental Skills Adjunct Office capet, paint, furniture	Completed 2011
11	N707	English	N707 Carpet Replacement	Completed 2011
12	Theatre One Green Room & Dressing Room Upgrade	TPAC	Theatre One Green Room & Dressing Room Upgrade New flooring, paint, counters	Completed 2011
13	CCC Chairs & Whiteboards for Techs	CCC	CCC Chairs & Whiteboards for Techs	Completed 2011
14	Presidents and Academic Affairs		Presidents and Academic Affairs Carpet Replacement	Completed 2011
15	1 South ADA Bathrooms	Admin & Planning	1 South ADA Bathrooms	Completed 2011
16	2nd Floor South Lobby	Admissions	New Desk for Admissions Desk accommodates two users.	Completed 2011
17	Harrison St. Entrance	Admin & Planning	New suspended ceiling system, lighting, ceramic flooring, exit lights, security desk, & Painting. New Doors	Completed 2012
18	1st Floor South Vestibule adjacent to MUA	Admin & Planning	Replace existing suspended ceiling system, & Lighting.	To be completed by June 30
19	Data Center	CCC	Move Data Center to 6th Floor	In Process to be completed by March 2013
20	S170B	CCC	Reconfiguration of existing workstation, & new window shades	Completed 2012
21	Parking Lot	Security	New Guard Booth	In production To be delivered in 6 weeks
22	2nd Floor South Lobby	Security	New Security Desk	Completed 2012
23	Gymnasium Locker Rooms	Athletics & Intramurals	New Ceramic Tile for Womens & Mens locker rooms, and pool area	Pool area not tiled due to cracks found on deck
24	2nd Floor Vestibules: Main Entrance & by SGA	Admin. & Planning	New suspended ceiling system, lighting, ceramic flooring, exit lights, & Painting.	To be completed by June 30
25	Exterior Trees and Planters	Admin. & Planning	Replace entrance ramp trees, and provide seasonal plantings at existing planters.	Completed 2012. Seasonal Plantings on going.
26	3rd Floor Bridge	Admin & Planning	Exterior Panel Replacement	Completed 2012
27	3rd Floor Cafeteria	Admin & Planning	Soundscapes Panels	Purchase Req to be Re-submitted
28	3rd Floor Bursar	Bursar	Line Management System	Completed 2012
29	Library	Library	Tech fee project 2012	Completed 2012
30	TV Studio	Media Arts	Replacement of Sound Proof Panels for TV Studio New Cyclorama	
31	President's Conference Room	Admin & Planning	Furniture and A/V equipment replacement	To be completed by June 30
32	Purchasing Office	Admin. & Planning	Replacement of Carpet & Furniture. Painting	Carpet Purchased 2012.
33	Fiscal Office	Admin & Planning	Replacement of Carpet & Furniture. Painting	Carpet Purchased 2012

*Attachment 1*  
*1/4*

34	Grants Office	Admin & Planning	Replacement of Carpet & Furniture Painting.	Carpet Purchased 2012
35	Human Resources	Admin & Planning	Replacement of Carpet & Furniture Painting.	Carpet Purchased 2012
36	199 Reprogramming, Relocation and refurbishment of offices	Admin. & Planning	Modern Languages Offices	Completed 2012
			Speech Offices	Completed 2012
			Media Arts & Technology Offices	Completed 2012
			Teacher Education Offices	Completed 2012
			PHASE 3-7 Refurbishment of Developmental skill, Mathematics, Science, Social Science Office	Completed 2012
36	199 Reprogramming, Relocation and refurbishment of offices	Admin. & Planning	PHASE 8-12 Refurbishment of new testing office, English, Health Education, Allied health, Nursing.	In process to be completed by 6.30.2013
			Relocation of security, reprographics, admissions, registrar and other departments	To start July 2013, and End Dec 2013 to Start 2014
<b>CUNY/BMCC PROJECTS</b>				
1	Wayfinding & Signage for 25 Broadway, 70 Murray st. & 199 Chamber st.	Admin. & Planning / CUNY	Replacement of existing interior signage.	199 Chambers St. Signage completed 2012
2	Forensics Laboratory	Admin. & Planning / CUNY	New Forensics, Engineering & Physics Core Laboratory	Completed 2012
3	Bathroom Renovations at 199	Admin. & Planning/CUNY	Upgrade existing public and staff bathrooms	In Schematic Design Phase
4	Replacement Back up power Emergency generator.	Admin. & Planning/CUNY		CUNY to submit CP request to OMB 1.16.2012
5	Local Law 11	Admin. & Planning/CUNY		In closet. As built drawings and warranties to be issued. Dasny, anjac, SSX. Temporary cover to be installed over low wall at theatre plaza stair. Dasny/Lighton. Cycle 7 Report to be signed and filed at the DOB by CUNY/SSX.
6	Exterior facade Restoration and Ancillary Exterior Improvements	Admin. & Planning/CUNY		CUNY to submit CP request to OMB, and send scope of work to DASNY
7	Ramp and Plaza Pedestal Repairs	Admin. & Planning/CUNY		DASNY now reviewing SSX fee proposal for project. DASNY to schedule next Kick off meeting.
8	Roof Replacement Project & PV panels. Roofs ( Main Theater, 4th Floor, & Penthouse)	Admin. & Planning/CUNY		NYPA issued the 100% PV Array drawings second week of December 2011.
9	Pedestrian Plaza and Roof replacement ( 55 & 6th Floor set backs, 3rd floor plaza & Theater plaza at found floor.)	Admin. & Planning/CUNY		CUNY to create project scope of work and cost estimate for OMB CP Request 12.15.12
10	Pool & Gym Roof Replace Project	Admin. & Planning/CUNY		Currently in construction. To be completed Dec 2012
11	Theater 1& 2 upgrades	Admin. & Planning/CUNY	Upgrade Rigging system, electrical and lighting.	BMCC revised scope of work submitted to CUNY for CP Request. 1st week of January.
12	Energy Efficiency Upgrades	Admin. & Planning/CUNY		Dasny to Issue on 12.30 design work order. Total estimated design duration is 9 months.

2/4

13	Student Cafeteria, SIDC, & RHT Renovation Project	Admin & Planning/CUNY		CUNY and BMCC Currently reviewing RMA's scope of work and cost estimate
14	Gym HVAC Upgrade	Admin. & Planning/CUNY		In Funding procurement, CUNY submit CP request to OMB by 1/16/2012
15				
16	1 (N&S)- 7(N&S)	Admin. & Planning	Installation of Hydration Stations	To be completed June 2013
<b>FITZGERMAN HALL</b>				
1	LL-14th Floor	Add/Plan	Preplanning of offices spaces	Completed
2	LL-14th Floor	Add/Plan	Add/Planning Meeting with Departments	In Process
3	LL-14th Floor	Add/Plan	Moving Coordination	In Process
4	LL-14th Floor	Add/Plan/ HRCG	Security Coordination	In Process
5	5th Floor	Add/Plan/ HRCG	IT Coordination	In process
6	LL-10th Floor	Add/Plan/ HRCG	MDF/IDF coordination	Completed 2012
7	LL-10th Floor	Add/Plan/ HRCG	Furniture installation	Completed 2012
8	LL-10th Floor	Add/Plan/ HRCG	Furniture installation	Completed 2012
9	10th-14th Floor	Add/Plan/ HRCG	Equipment installation	Completed 2012
10	199 Chambers	Add/Plan/ HRCG	Equipment installation	Completed 2012
11	5th- 10th Floor	Add/Plan/ HRCG	Packing of Ace/Bus/CIS items into storage	Completed 2012
12	11th Fl.-12th Floor	Add/Plan/ HRCG	Final relocation of Ace/Bus/CIS into FH	Completed 2012
13	11th Fl.-12th Floor	Add/Plan/ HRCG	Packing/Relocation of M&A/Phone items into storage	Completed 2012
14	Lobby	Add/Plan/Purchasing	CAFE Vendor (Award/ Design/Construction)	DEC/Jan 2012
15	13th Floor	Add/Plan/President	Gallery	RPF being developed
16	14th FL-14th Floor	Add/Plan	Executive offices Furniture Design	OPEN- Coordinator not hired
17	14th Floor	Add/Plan	Executive offices installation	TBD- Still in schematic designs
<b>125th St. Adam Clayton Powell State Building</b>				
1	14th Floor	MEOC	Relocation of Administration & planning Public Relations, & Special Events	TBD- Still in schematic designs
2	14th Floor	MEOC	Furnish furniture for 2 computer labs	Completed 2012
3	15th Floor	MEOC	Upgrade flooring and walls (paint/VCT flooring)	Completed 2012
4	16th Floor	MEOC	Carpet installation of various rooms	Completed 2012
5	16th Floor	MEOC	Furnish Directors New furniture	Completed 2012
6	TBBD-	MEOC	Carpet installation for Directors suite	Completed 2012
7	16th Floor	MEOC	Furnish furniture for several private offices, staff lounge and open offices	TBD- Still in Schematic designs
8	17th Floor	MEOC	Carpet installation for new offices	Obtaining Quotes
9			VCT installation for open area	Obtaining Quotes
<b>70 Murray Street &amp; 75 Park Place</b>				
1	1	Admin. & Planning	Setup phase - 1 of Welcome Center to be used as a field office for The HRCG	Completed
2	2;10;11, 12 & 14	Admin. & Planning	Installed proxy locks on all the doors	Completed 2010
3	2;10;11, 12 & 14	Admin. & Planning	Installed new IP cameras- Phase 1	Completed 2011
4	2;10;11, 12 & 14	Admin. & Planning	Installed Magnetic door closures on all fire doors on all floors	Completed 2012
5	2;10, 11, 12 & 14	Admin. & Planning	Converted all the regular classrooms into smart classrooms	Completed 2010
6	2;5;10;11, 12 & 14	Admin. & Planning	Installed the BMS system to monitor temperatures in all the IDF rooms	Completed 2011
7	2;5;10;11, 12 & 14	Admin. & Planning	Installed backup AC units for all the IDF rooms	Completed 2011
8	10;11, 12 & 14	Admin. & Planning	Installed dedicated and isolated ground for all the faculty copiers	Completed 2012

3/4

14	Admin. & Planning	Converted the 4 regular classrooms into PC labs on 14th Floor	Completed 2010
9	Admin. & Planning	Setup offices for adjuncts and full time faculty members	Complete 2004 - 2012
10	Admin. & Planning	Replaced old AC units with two new 10 ton AC units	Completed 2008
11	Admin. & Planning	All touch less fixture will be installed in coming months	Cancelled
12	Admin. & Planning	Constructed new laser room on the 12th floor	Completed 2010
13	Admin. & Planning	Installed new Access points for wireless access	Completed 2011
14	Admin. & Planning	Setup the complex for Sustainability Works CUNY	Completed 2011
15	Admin. & Planning	Setup the temporary complex for New Comm. College	Completed 2011
16	Admin. & Planning	Installed new emergency call boxes and signs	Completed 2011
17	Admin. & Planning	Programmed # 9 car elevator to run the Shuttle service	Completed 2012
18	Admin. & Planning	Installed an additional hall call button by #9 car	Completed 2012
19	Admin. & Planning	Installed conferencing systems on 5th and 12 floors	Completed 2012
20	Admin. & Planning	Installed the fiber connecting all IDF rooms to the MDF room on the 5th floor	Completed 2011
21	Admin. & Planning	Part of the Public Address System has been installed & being tested with CISCO	Completed 2012
22	Admin. & Planning	Motion Sensor System has been restored	Completed 2012
23	Admin. & Planning	All the floor lighting has been programmed to go on and off at designated time intervals, with a new add-on feature to the BMS system	Completed 2012
24	Admin. & Planning	All the necessary parts (washers, handles, seats) in all the bathrooms have been installed	Complete
25	Admin. & Planning	Floor cleaning schedules have been adjusted in a way so that the power consumption will be minimum during off times.	Complete 2012
26	Admin. & Planning	Installation of Hydration Stations	Complete 2012
27	Admin. & Planning	Setup CUNY Start furniture PO dispatched and electric is completed. M1118A and 1415	PR are in Purchasing
28	Admin. & Planning	Setup for F.L.A. PR is being prepared and electric is being contracted. M1413	In Process
29	Admin. & Planning	Restoration of the entrance of the Welcome Center	Quote Forwarded to HRCG
30	Admin. & Planning	Extermination for 70 Murray and HVAC (Trane) contracts for 199, 70 and 25 have been procured	PO dispatched
31	Admin. & Planning	Installation of Cameras - Phase 2 : These additional cameras will cover the blank spots that were left behind in the phase 1, some of the cameras will be relocated to a better coverage. Additionally, the company will provide the cals wiring and two new DVRS	Proposed @ \$125K
32	Admin. & Planning	Link the Motion Sensor system to the 199 Chambers: This project will enable the college to view the status on the motion sensors from 70 Murray at 199 Chambers.	Proposed @ \$15K
33	Admin. & Planning	Installation energy savings light switches that work on motions through out the building to save the energy.	Proposed @ \$38K

2/14

199 Chambers St. Reprogramming Phasing Schedule			
Renovation of Academic Department Offices Floors 4-7 2012-2013			
PHASES	TASK DESCRIPTION	DURATION OF WORK	
		START	END
PHASE 1	Temporary Relocation of Accounting/ Business/ C.I.S./Instructional Technology(T.Lew's office only) & Science Adjunct Office to One South.	Mar-12	Jun-12
PHASE 2	Renovation/construction of Old Accounting & Business offices for Modern Languages, Speech, Teacher Education, & Media Arts	May-12	Aug-12
PHASE 3	Renovation of spaces that Developmental Skills, Mathematics, Science & Social Sciences will expand to.	Sep-12	Dec-12
PHASE 4A & 4B	Renovation of Existing Developmental Skills office Suite Only	Dec-12	Jan-13
PHASE 5A & 5B	Renovation of Existing Mathematics Office Suite Only	Jan-13	Mar-13
PHASE 6A & 6B	Renovation of Existing Science Office Suite Only	Mar-13	Apr-13
PHASE 7A & 7B	Renovation of Existing Social Sciences Suite Only	Apr-13	Jul-13
PHASE 8	Renovation of New Testing Suite in 1 South	Jun-13	Jul-13
PHASE 9A & 9B	Renovation of Existing English & Old Testing Suite	Jul-13	Aug-13
PHASE 10A & 10B	Renovation of Existing Health Education Suite	Aug-13	Sep-13
PHASE 11A & 11B	Renovation of Existing Allied Health Suite	Sep-13	Oct-13
PHASE 12A & 12B	Renovation of Existing Nursing Suite	Oct-13	Dec-13

Attachment 2

1/2

Please note that time lines between each phase are subject to change as work progresses. Below is the proposed detailed phasing plan for all areas of work. This schedule includes weekend work (Saturday and/or Sunday) for Wall Patching, Painting, and/or Flooring.

199 Chambers St. Reprogramming Phasing Schedule 2012-2013							
PHASE 1: Temporary Relocation of Accounting/ Business/ C.I.S./ Instructional Technology (T.Lew's office only) & Science Adjunct Office to One South (March 2012-June 2012)							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 1	1	Department Meetings	Admin Plan. to meet with CIS/ BUS/ ACC/ ETHNIC/ SOC/ SCI/ SPEECH/ MED ART/ M&A/ DEV. SKILLS/ TED/ MATH/ Ins. Tech. MOD LAN/ ENG. to review plans, schedules, and finalization of office locations	1-2 wks	3/3/2012	4/20/2012	These plans must be approved in order for the procurement of furniture.
	2	Furniture Procurement	Campus Facilities to obtain and submit revised quotes thru E-Procurement.	2 wks	4/5/2012	4/20/2012	
	3	Departments to Pack in Boxes	CIS/ BUS/ ACC/ Ins. Tech/ SCI adj. Mod Lan/ Speech, TED, Mod Arts to pack in boxes.	4 wks	4/30/2012	5/28/2012	
	4	Removal of Boxes for Departments moving to F.H.	CIS, BUS, & ACC. Boxes will be moved to a storage facility	1 wk	5/29/2012	6/1/2012	
	5	Fine cleaning of vacant offices in CIS	B&G to clean vacant space in CIS 1 South for Summer F.T Faculty & Staff (CIS, BUS, & ACC & Inst. Tech)	2 Days	6/2/2012	6/3/2012	Any items not packed in boxes will be discarded.
	6	Relocate Boxes of Summer Fulltime Faculty/Staff from 6th Floor to 1 South	B&G will move one box per each Summer F.T Faculty/Staff from ACC, & BUS. To temp offices at 1 South B&G will move Science Adjunct Boxes and Tom Lew's Boxes to Temp Workspace in 1 South.	1 Day	6/4/2012	6/4/2012	
	7	Move-In	Acc Bus CIS-SUMMER faculty staff will move into CIS Suite temporarily Science Adjunct Office will remain in one South until End of Fall 2012 Tom Lew's Office will remain in 1 South.	1 day	6/4/2012	6/4/2012	Only Full time faculty who teach during summer 2012, and full time staff will be provided a workstation.
	8	Equipment reconfiguration of Vacant offices in CIS	IT to re-configure existing PC's, phones, and printers in C.I.S. suite for Summer Faculty/Staff	7 days	6/4/2012	6/10/2012	
PHASE 2: Renovation/construction of Old Accounting and Business Offices for Modern Languages, Speech, Teacher Education, & Media Arts (May 2012-August 2012)							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 2	1	B&G to start Build out of new TED and Media Arts Offices in 6 South.	Carpenters to dem's existing walls, and build out new offices.	6 wks	5/25/2012	7/6/2012	B&G
	2	B&G to discard garbage left in 6th Floor Offices (Acc. & Bus.)	Any items not packed in boxes in the Accounting and Business areas will be discarded by B&G.	5 days	6/4/2012	6/10/2012	B&G
	3	Disposal of Existing furniture in 6th Floor offices of Accounting and Business	Furniture Consultants to dismantle and dispose of old furniture.	1 week	6/6/2012	6/14/2012	DCAS installer
	4	Patch & Paint proposed offices.	In proposed MODERN LANGUAGES AND SPEECH New Offices.	3 wks	6/15/2012	7/6/2012	B&G Painters
	5	In proposed TED & MEDIA ARTS New OFFICES	In proposed TED & MEDIA ARTS New OFFICES	3 wks	7/7/2012	7/28/2012	B&G Painters
	6	In proposed MODERN LANGUAGES AND SPEECH New Offices.	In proposed MODERN LANGUAGES AND SPEECH New Offices.	2 weeks	6/29/2012	7/13/2012	By Joe Silvestry
	7	Installation of New Carpet	In proposed TED & MEDIA ARTS New OFFICES	1 wks	7/21/2012	8/3/2012	Joe Silvestry
	8	Furniture Installation	In proposed MODERN LANGUAGES AND SPEECH New Offices.	3 wks	7/16/2012	8/3/2012	DCAS installer
	9	In proposed TED & MEDIA ARTS New OFFICES	In proposed TED & MEDIA ARTS New OFFICES	2 wks	8/6/2012	8/17/2012	DCAS installer
	10	PC & Phone Installation	In proposed MODERN LANGUAGES AND SPEECH New Offices.	12 days	7/27/2012	8/8/2012	IT
	11	In proposed TED & MEDIA ARTS New OFFICES	In proposed TED & MEDIA ARTS New OFFICES	1 wk	8/10/2012	8/19/2012	IT
	12	Relocation of Boxes to new Offices	Boxes in old offices will be relocated to new	1 wks	8/13/2012	8/17/2012	B&G Laborers
	13	MOVE-IN	Departments can use their new offices (Mod.Lan. Spee., TED, Med. Arts)	1 day	8/21/2012	8/21/2012	
PHASE 3: Renovation of spaces that Developmental Skills, Mathematics, Science & Social Sciences will expand to. (Sept. 2012- Dec. 2012)							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 3	1	Disposal of Existing furniture	Furniture Consultants to move and dispose of old furniture in classrooms not to dev. Skills, the old offices of mod. Lan, Spee, TED, Med. Arts.	2 wks	9/3/2012	9/17/2012	
	2	Patch, Paint and Flooring	All walls and floors to be patched, painted and carpeted	5 wks	9/10/2012	10/15/2012	Includes weekend work (Sat. &/or Sun.)
	3	Packing	Math Dev Skills /Sci / Soc/Sci / Med Arts faculty expanding into renovated space to pack.	5 wks	10/17/2012	11/21/2012	
	4	Furniture Installation	Haworth furniture to be installed by DCAS contractor	5 wks	10/12/2012	11/16/2012	
	5	PC & Phone Installation	Install new existing computer	4 wks	10/23/2012	11/21/2012	
	6	Relocation of Boxes to new Offices	Boxes in old offices will be relocated to new	4 days	11/26/2012	11/29/2012	
	7	Move-In	Math Dev Skill Sci / Soc/Sci, faculty expanding into renovated space	1 day	11/30/2012	11/30/2012	
PHASE 4A & 4B: Renovation of Existing Office Suite for Developmental Skills Only (Dec. 2012- Jan. 2013)							
PHASE 4A: Partial Renovation of Developmental Skills Only							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 4	1	Disposal of Existing furniture	Furniture Consultants to move and dispose of old furniture.	2 days	12/5/2012	12/6/2012	
	2	Patch/Paint and Flooring	All walls and floors to be patched, repainted and carpeted	11 days	12/5/2012	12/16/2012	Includes weekend work (Sat. &/or Sun.)
	3	Packing	Faculty who are designated to use offices in Phase 4 after its completion will need to pack up in boxes.	4 wks	11/26/2012	12/18/2012	
	4	Furniture Installation	Haworth furniture to be installed by DCAS contractor	1 wk	12/13/2012	12/19/2012	
	5	PC & Phone Installation	Install new existing computer	4 days	12/17/2012	12/21/2012	
	6	Relocation of Boxes to new Offices	Boxes of faculty and staff to new office space	2 days	12/19/2012	12/20/2012	
	7	Move-In		1 day	12/21/2012	12/21/2012	
PHASE 4B: Partial Renovation of Developmental Skills Only							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 4	1	Disposal of Existing Furniture	Furniture Consultants to move and dispose of old furniture.	2 days	1/2/2013	1/4/2013	
	2	Patch/Paint and Flooring	All walls and floors to be patched, painted and carpeted	1 wks	1/9/2013	1/10/2013	Includes weekend work (Sat. &/or Sun.)
	3	Packing	Faculty designated to use offices in Phase B after its completion will need to pack up in boxes.	4 wks	11/23/2012	12/13/2012	
	4	Furniture Installation	Haworth furniture to be installed by DCAS contractor	4 days	1/11/2013	1/16/2013	
	5	PC & Phone Installation	Install new existing computer	2 days	1/15/2013	1/16/2013	
	6	Move-In		2 days	1/17/2013	1/18/2013	
PHASE 5A & 5B: Renovation of Existing Office Suite for Mathematics Only (January 2013- March 2013)							
PHASE 5A: Partial Renovation of Math Only							
#	Task Name	Description	Duration	Start	Finish	Comments	
P H A S E 5	1	Disposal of Existing furniture	Furniture Consultants to move and dispose of old furniture.	2 days	1/21/2013	1/22/2013	
	2	Patch/Paint and Flooring	All walls and floors to be patched, painted and carpeted	11 days	1/23/2013	2/1/2013	Includes weekend work (Sat. &/or Sun.)
	3	Packing	Faculty who are designated to use offices in Phase A after its completion will need to pack up in boxes.	1 wks	1/21/2013	2/7/2013	
	4	Furniture Installation	Haworth furniture to be installed by DCAS contractor	5 days	2/4/2013	2/8/2013	
	5	PC Installation	Install new existing computer	2 days	2/11/2013	2/13/2013	
	6	Move-In		2 days	2/13/2013	2/14/2013	
PHASE 5B: Partial Renovation of Math only							

