

MEMORANDUM

date: 1/8/19

from: Tina Stanislaski, HMFH Architects

to: PC Construction;

cc: Robert Carrier, William Harbron, Anthony Blenkinsop, Chris Parker, Alan Pemstein, Laura Wernick

re: Completion documents for the New Dover HS and CTC

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The following closeout items remain outstanding:

1. Approval of RTU Controls resubmittal
2. RTU Cleaning Certificate from Trane
3. Approved O&Ms and Warranties in binders per the specifications
4. Elevator Service Contract
5. Confirmation that attic stock received in a submittal format
6. Confirmation that all training has been completed (provide list)
 - a. Confirm Encellium system training done.
 - b. Provide list of videos given to owner in submittal format.
7. List of open and closed punch list items for verification by the architect and consultants (including casework)-Backpunch
8. Confirmation from Inspectional Services that all their issues have been resolved:
 - a. Electrical
 - b. Mechanical
 - c. FP/FA
 - d. All wall assemblies have been approved
9. School Dude information submitted and approved
10. See Spec Section 230000/3.32 for Mechanical closeout requirements.
11. Provide as-builts

It has been five months since the opening of the new school and HMFH Architects remain in a holding pattern for backpunch, issuing Substantial Completion and receiving the C of O. We have been discussing the issues with the RTU's since late summer and it is now 6 months later with no final resolution. We have 33 Rejected PCO's that PC Construction is required to respond to or take off the list of open PCO's.

Please respond to this memo with dates for completion of the open items.