



July 18, 2020

To: Plymouth District Library Board

**From: Carol Souchock, Plymouth District Library Director
Robyn Lowenstein, Business Manager**

Re: HVAC Duct Work Update

Our HVAC project is progressing well and all duct work replacement has been completed.

We still need to finish up the following aspects of the project on the upper level:

- Carpentry, fire suppression and lighting repairs in the two coffered ceilings
- Duct cleaning throughout the library
- Moving books shelves and furniture back in place on the upper level

The shelves and furniture will be moved back within a week and duct cleaning will start soon.

We have run into a glitch in regards to completing repairs to the two coffered ceilings. These repairs include reinstalling the textured drywall ceiling and putting the fire suppression and lighting back in place. Our local fire inspector has required that we make adjustments to these areas to bring them up to current code in regards to the placement of lighting fixtures and the impact on fire suppression spray coverage.

It is expected that we will be required to replace the six hanging light fixtures in this two areas with new fixtures that adhered tighter to the ceilings to improve fire suppression coverage.

Our construction management team from McCarthy and Smith and I have worked closely with representatives from the fire department throughout this project and will be meeting with them again on Monday, July 20 to come to a final conclusion on what needs to be done. Our architect and electrical will recommend appropriate replacement fixtures for this area. These new fixtures will be LED and therefore provide long term cost savings.

The cost to address this change order has not yet been determined but I am hopeful it will fall in my contingency budget of \$25,000 for this project.

July 2020 Board Meeting 8.4

To date, I have confirmed pricing on the use of contingency funds totaling:	\$3,443.55
Change Order 1: Additional Sprinkler Head Removal	\$1,043.55
Change Order 2: Protection for existing fire alarm and security wiring	\$1,300.00
Removal of sensors and detectors in ducts	\$1,100.00

Additional change orders are forthcoming for removal of an extra wall for duct access and relocation of sprinkler heads.

We will be able to access library materials in upper level within a week once the furniture and shelving is moved back in place and the area is cleaned up. This is within our planned timeline for repairs.

We will need additional time (amount of time still TBD) to complete work in the two coffered ceilings areas to resolve the current inspection concerns. Once specified, these new fixtures must be ordered and installed. Once the fire suppression and electrical work is completed in these areas this work must be inspected. Then McCarthy and Smith will bring out the carpenters to put the ceilings back together.

Project Funding Update:

I am pleased to share that we have received a generous donation from the Dunning Foundation of \$50,000 to offset some of the expenses of this HVAC duct work project.