

SWANKE HAYDEN CONNELL ARCHITECTS

Conference Report

Project Name and Address:	Client:
Mayor's Office of Emergency Management (OEM) 7 World Trade Center-23 rd Floor New York, New York	Silverstein Properties, Inc./ NYC DCAS/DRES
	Contractor:
	Ambassador Construction Co., Inc.
	Submitted By:
	Joseph J. Aliotta
Project No.	Date of Meeting
5576A	February 20, 1998
Project Director / Manager	Date Prepared
Meinhardt/Aliotta	February 24, 1998
This Conference Report, copies of which have been furnished to all interested parties as shown, sets forth an understanding of all comments and decisions made during this conversation. Our firm will proceed in reliance upon the decisions and statements set forth below. If there are any discrepancies or misunderstandings, the parties are directed to bring them to our attention in writing (with copies to all parties who receive this Conference Report) within seven (7) days.	
Location of Meeting	
7 World Trade Center-Building Management Office	
Attended by: (Name, Title, Firm or Agency)	
DCAS/DRES: J. Dominguez, Silverstein (SPI): C. Giliberti, C. Chu, Walter Weems III, C. Magee; SHCA: J. Aliotta	

ITEM	DESCRIPTION	ACTION
1.0	Purpose of Meeting	
1.1	SHCA summarizes the agenda as the review of SHCA response to SPI comments to the design development drawing issuance dated 01-27-98. The issues are as follows: 1. Fuel Oil Tank Location, Design and piping coordination. 2. Rooftop Radio Room Location, Design and conduit coordination. 3. 7 th Floor Emergency Generator/Water Storage Tank Rooms coordination. 4. 23 rd Floor Supplemental Cooling Tower(s) engineering issues	
2.0	Fuel Oil Tank	
2.1	SPI previously stated that sharing existing base building fuel oil tanks with OEM for their emergency generators is unacceptable. DCAS requested re-visiting this issue. SPI stated that DCAS should address this issue at the next SPI/DCAS Lease meeting for further discussion	SPI/DCAS
2.2	SHCA reviewed alternate locations for the fuel oil tank proposed by SPI with Cantor's office. The proposed location below grade in the Televator Storage Room is not feasible due to diagonal pile footings crossing this area. The proposed location at Loading Berth # 3 appears not to be feasible due to an existing Con Ed concrete duct passing through to the Con Ed sub-station as shown on Cantor's structural drawings. SPI will investigate the location of this electrical duct with Con Ed. In SPI's opinion, the cost of located the fuel oil tank where shown on the D.D. drawings is likely comparable in cost to the below grade tank at loading berth # 3. SPI will request Ambassador to budget both design scenarios for DCAS review.	SPI/Ambassador

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ITEM	DESCRIPTION	ACTION
2.3	SPI previously stated that 7 World Trade Center falls under Port Authority (PA) jurisdiction and the fuel oil tank design shall be reviewed and approved by the PA. SHCA to issue drawing A-1-1 dated 01-27-98 to SPI full-size for formal submission and approval by the PA.	SHCA/SPI
2.4	Locations of fuel oil pumps required were previously discussed. A fuel oil pump is required to pump fuel oil from the street fill line up to the tank in addition to the fuel oil pump required to pump fuel oil from the Ground Floor to the 7 th Floor. It was previously agreed that the fuel oil pumps shall be located within the existing Fuel Oil Pump Room. A previous field visit confirmed that there is sufficient space to add new tenant pumps within this Pump Room. A separate tenant fill line from street to Pump Room is required. Fuel Oil Piping from the Existing Fuel Oil Room to the Existing Elevator Room will require trenching the concrete slab including a portion of the Lobby area where there is existing stone finish. SPI approved conceptually the placement of the fuel oil lines within the floor slab including the Lobby.	SHCA
3.0	7th Floor Mechanical Rooms	
3.1	SPI requested the increase of the public corridor width to 6'-0". SHCA will review with Cosentini to confirm if feasible.	SHCA/Cosentini
3.2	SPI requested whether a demolition plan and reflected ceiling plan is required. SHCA intends to include plans into the contract documents.	SHCA
3.3	SPI requested a memo from Shen Milsom (SM&W) outlining the NC level they are designing to and comparing it to the NC level designed for a Fan Room. SHCA/SM&W to review.	SM&W/SHCA
3.4	SPI stated their concern over the design of the intake & exhaust air required for the emergency generators in terms of air drafts/hot or cold spots for adjacent tenants and tenants above or below. SHCA/CA to review design to minimize temperature differentials and drafts.	CA/SHCA
3.5	SPI requested clarification for the emergency generators. CA to verify that the generators have resistive load banks for testing.	CA
4.0	Radio Room at Main Roof	
4.1	SPI accepts the Radio Room design as shown on the 01/27/98 design development drawings. SPI/Cantor has reviewed the information provided by Motorola for the antenna anchorage details at the existing guardrails. Cantor requested additional structural information from Motorola.	Motorola

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ITEM	DESCRIPTION	ACTION
5.0	23rd Floor Mechanical Room Design Issues	
5.1	SHCA reviewed Cosentini's response to SPI comments regarding the evaporative cooling towers. SPI accepts the design approach outlined. SPI will request adding provisions to the tenant lease insure proper maintenance and operation of the equipment.	SPI/DCAS
5.2	SPI noted that the 2500 amp switch shown on drawing E4.01 is indicated as by Landlord. SPI stated that bus ducts are provided to the floor and the switch indicated is by Tenant.	CA
5.3	SPI requested a watts/sf Electrical Load Analysis. The floor is designed for 12 watts/sf while the switch specified equates to 32 watts/sf. CA to provide analysis	CA

cc: C. Meinhardt-SHCA; J. Mejia-SHCA; R. Hudson-Motorola;
D. Milsom-SM&W; V. Lemeshev-Cosentini