

06/25/99 09:27 FAX 2122190256

SWANKE HAYDEN CONNELL

002/005

SWANKE HAYDEN CONNELL ARCHITECTS
Punch List

Project Name and Address:		Project No:	
Mayor's Office of Emergency Management 7 World Trade Center - 23 rd , 7 th & 1 st Floors New York, NY		5576A	
		Project Director/Manager:	
		Meinhardt/Aliotta	
		Client:	
		Silverstein Properties Inc.	
		Subject:	
		MOEM Punchlist	
To	Chi K. Chu / SPI, Walter Wocms / SPI Glen Pymonto/DACS, Martin Schneider / AC	From	Juan M. Mejia
		Date Prepared	June 23, 1999
cc	J. Aliotta (SHCA) J. Ginsburg (SHCA) J. Vande Plasse (SHCA)		

A walkthrough was conducted on 06.21.99 and 06.22.99 at the above-mentioned site and the following observations were noted. It is the responsibility of the Contractor to fulfill the obligations of the contract whether noted in this report or not.

Room/Area	Description	By Whom	Completion Date
Serv. Elev. 23-54	Replace tiles (17) and adjust grid to be light leak proof		
	Door silencers missing at double door E.O.C. side		
EOC rm. 23-02	Typ. Adjust joints at metal tiles and replace damage (6) in front of podium (see attached rcp)		
	Access panel at hurricane wall near watch command door. Door missing pull & (3) wood tiles damaged due to floor stop not being installed.		
	Black scratch at monitor #2 enclosure.		
	Smooth gyp bd. Ceiling at turret near watch command glass door (north side).		
	Right side of podium access panel for hurricane wall hardware is broken and (1) panel with slots is stained, needs to be replaced.		
	Monitor #10 metal enclosure needs paint touch-up on the bottom right side.		
	Monitor #11 enclosure needs touch-up paint at scratch.		
	Typ All filler panels at corners for Novalink arc missing and by trying to fit them have damaged paint at turret end.		
	Add Mylar sheet at light cove light between monitors 11 & 13 reflector is short by 1"±.		
	Access wood panel next to A.V. rack closet not accessible missing hardware		
	Clean gap between stage and Novalink station & install carpet strip.		
	Adjust metal panel above monitor #25 is crooked.		
	Gyp. Bd. Above monitor #21 at connection to metal panel is uneven and needs paint at reveal.		
	Bottom right of monitor enclosure #19 is damaged needs touch-up paint.		
	3 rd perforated panel below glass from glass door at watch command wall is dented. (Not observed at first punch list)		

w:\5576\se\omdocs\punchlist\99.06.22.punchlist.doc

Swanke Hayden Connell Ltd./Swanke Hayden Connell & Partners LLP
295 Lafayette Street, New York, New York 10012
212 226 9696, Fax 212 219 0059

06/25/99 09:28 FAX 2122190256

SWANKE HAYDEN CONNELL

003/005

Punch List
(Company Name)
Date
Page 2

Room/Area	Description	By Whom	Completion Date
	(2) Acoustical panels above podium are stained need to be replaced.		
	Adjust and install metal panel that does not fit because of carpet molding.		
	Lower filler panel at corners, at podium (Novalink P.Lam. panels) adjusts. (Lower keyhole screws) and straighten panel that started to warp.		
Watch Command 23-52	(15) Tiles damaged need to be replaced.		
	Light fixture missing at entrance to watch command from corridor side (conflict with ducts and conduit).		
Rm. #23-50	Replace (14) damaged ceiling tiles		
Press Rm.	Replace switch plate and clean wall below Acme panels.		
He toilet Rm. 23-48	Exhaust grill is missing? (ductwork)		
Training Room 23-42	Touch-up diagonal bracing columns and spackle Drapery Pocket.		
	Motorized shades not hooked up in training room.		
	Replace (30) damaged or dirty ceiling tiles.		
	Sprinkler head needs to be adjusted and caps are missing at closets in both sides.		
	Clean and vacuum carpet tiles in closet.		
23-39	Open work area ceiling tiles are different colors and some are damaged.		
	Under cabinet lights switch missing. (2 locations)		
	Level files below cabinets near reception area and provide missing keys.		
23-40	Bullet resistant elevator doors, silencers need to be replaced and install missing screws at stops and sidelight.		
	Test pull station for egress from reception area.		
General	Training and maintenance manual for all systems especially alarms need to be submitted.		
General	Damper switch location for hurricane dampers needs to be identified to users.		
23-40	Reception area sprinkler cap is missing at closet ceiling and needs to be painted (touch-up around shelf and install magnet catch missing)		
Elevator Lobby 23-01	Elevator lobbies spackle and paint at linear diff. Above door.		
	MR-16 fixture damaged will not work. Needs to be replaced.		
	Patch hole near diff at back door.		
	Core hardware not replaced with lever handles.		
Library Conf Room hall	Replace (11) damaged ceiling tiles		
Library 23-38	Replace (8) damaged ceiling tiles		
(MTS) 23-35	Replace (7) damaged ceiling tiles		
JH 23-36	Replace (4) damaged ceiling tiles		
Bunk Room 23-28	Replace (2) damaged ceiling tiles		
Men's Bunk Room 23-30	Patch walls screw holes and gouge in wall.		
	Replace (2) damaged tiles and repair grid at wall opposite bathroom.		

w:\5375\ah\emdocs\punchlist\99.06.22.punchlist.doc

Swanke Hayden Connell Ltd./Swanke Hayden Connell & Partners LLP
295 Lafayette Street, New York, New York 10012
212 226 9696, Fax 212 219 0059

06/25/99 09:28 FAX 2122190256

SWANKE HAYDEN CONNELL

004/005

Punch List
(Company Name)
Date
Page 3

Room/Area	Description	By Whom	Completion Date
Bunk rooms 23-31 and 32	Curtain rod and curtain missing. (men's and women's)		
Copy room 23-20	Replace (12) damaged ceiling tiles.		
	Glue base next to file cab niche.		
Room 23-26	Missing window blind		
Deputy Hallway	Replace (18) damaged ceiling tiles.		
Exec. Hallway	Spackle exposed metal clip at corner of deputy hallway		
	Replace (10) damaged tiles		
Exec. Hall	Replace (3) dirty tiles.		
Sec. Area 23-13	Replace (7) dirty tiles.		
Room 23-16	Replace (4) dirty tiles.		
JH office 23-15	Paint at top of AV wall unit		
	Remove tape from top of door.		
	Safe room door silencers missing.		
	Part of base missing next to safe room door.		
	Patch wall open J.B., where does cabling go to? And close wall box.		
23-11	Silencers missing at corridor to bathroom		
	Refrigerator face panel at coffee station is missing.		
23-11	Closer missing at door to other office.		
	Replace (2) painted ceiling tiles at coffee station.		
23-12	Bathroom door, remove tape at head.		
	Patch and touch-up door at lock, wood is chipped.		
23-09	Replace (4) damaged tiles.		
	Door silencers not installed		
	Door undercut is delaminating		
23-05	(1) Floor stop is missing.		
	Door 07A needs to be touched-upped (scratched)		
	Spackle wall next to light switch next to door #03		
Pantry 23-06	Repair chipped door at upper cabinet.		
	Microwave is missing.		
Mayor's office 23-07	Push sprinkler cup flush with ceiling and spackle around sprinkler cap next to toilet door.		
Bath. 23-08	Mag. Catch missing at closet door		
	No door silencers		
	Shelves for under vanity are missing (1) each side.		
23-07	Undercut of door to conf. Room is delaminating		
	Spackle around door and touch-up paint		
EOC. Corr.	Replace (54) damaged ceiling tiles.		
Mech. Room 23-43	Patch sheet metal hole in plenums and caulk all joints at plenum floor around louvers curb and steel framing.		
	Raise flashing in mech. Room 6" above finish flooring		
	Seal open corner joints in metal plenums.		
	Caulk and seal around blank-off louvers		
	Seal all joints around metal plenum		

w:\576\acorn\docs\punchlist99.06.22.punchlist.doc

Swanke Hayden Connell Ltd./Swanke Hayden Connell & Partners LLP
295 Lafayette Street, New York, New York 10012
212 226 9696. Fax 212 219 0059

06/25/99 09:28 FAX 2122190256

SWANKE, HAYDEN CONNELL

005/005

Punch List

(Company Name)

Date

Page 4

Room/Area	Description	By Whom	Completion Date
	Repair thermal insulation around blank louver		
	Check that perimeter fin tube is heat traced.		
	Patch wall next to pre-action panel and install corner beads.		
OEM First Floor			
	Patch conc. block wall at conduits.		
	Relocate sprinkler head in conflict with location of fire shutter.		
	Integen system controls not complete.		
	Fire shutter not installed.		
	Install new 3 hr fire rated doors.		
	Build conc. curb 4'-0" h around duct & pipe penetrations.		
	Install 3 hr fire hatch and ladder.		
	Install new flooring and base.		
	Integen heads and smoke detectors not installed.		
Loading Dock	Install sign ("Not for fire fighting equipment") at fill inlet for water tank at loading dock)		
7 th Floor water tank rm.	Re-waterproof entire floor.		
	Install leak detection tape sensor, and complete electric installation		
	Door closers not operational		
	Firestop pipes above door.		
Generator Rm.	Louver from exhaust has large open gap needs to be caulked and secured properly. (Room must be air tight)		
	Caulk around all water louvers.		
	Insulate behind fixed louvers.		
	Seal around generator vent pipes in exhaust plenum, pack all joints around pipes.		
	Caulk all joints at sheet metal not all caulked around column and behind column at window frame.		
	Seal all joints around exhaust pipes		
	Patch wall near entrance doors to room around outlets and light switch.		

w:\5576\swan\dc\punchlist\99.06.22.punchlist.doc

Swanke Hayden Connell Ltd./Swanke Hayden Connell & Partners LLP
 295 Lafayette Street, New York, New York 10012
 212 226 9696, Fax 212 219 0059