

12/02/98 10:29 FAX 2122190256

SWANKE HAYDEN CONNELL

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SWANKE HAYDEN CONNELL ARCHITECTS**Memorandum**

Project Name and Address:		Project No:
Mayor's Office of Emergency Management		5576A
7 World Trade Center		Project Direct or/Manager:
New York, New York		Meinhardt/Aliotta
		Client:
		Silverstein Properties, Inc.
		Subject:
		Novalink shop drawings

To	From	Date Prepared
Martin Schneider / Ambassador Construction	Juan M. Mejia	December 2, 1998

Per our conversation last night regarding the Novalink shop drawings, the drawings did not include all of the scope on SHCA drawings. 1- Universal service module with custom patch plate for the termination of data/tel./video Cabling. 2- Mobile pedestal box file 15" x 17 3/4" for each workstation.

As per your fax this morning, the above items have been excluded from Novalink's bid; but all of the items are clearly shown on the drawings and are required for the project, and should be installed.

Please advise DCAS and OEM to clarify as soon as possible so as not to delay the progress of the job since Novalink will start work on the site next week.

If you need any information or coordination from our office in the above matters please call.

CC: Glen Pymonto / DCAS
Joseph Dominguez / DCAS
John Hughes / OEM
Joe Aliotta / SHCA
John Vande Plasse / SHCA
Josh Ginsburg / SHCA

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