



MAYOR'S OFFICE OF EMERGENCY MANAGEMENT

7 World Trade Center, 23rd Floor New York, N.Y. 10048

To: Jerome M. Hauer
From: Raymond M. Lynch
Subject: 23rd Floor Punch List
Date: June 29, 1999

Mayor's Office of Emergency Management **23 rd Floor Facility Punch List**

Punch list was compiled by :

Raymond M. Lynch,
Mayor's Office of Emergency Management Facilities Coordinator

Juan Mejia,
Swanke Hayden Connell Ltd. Architects

Mazen Batarseh,
Ambassador Construction Co. Inc, Project Supervisor

23rd floor site inspection took place on 6/22/99 and 6/23/99

The following is the current punch list for the 23rd floor not including the 1st or 7th floors.

CC: Jack Trabit, 1ST Deputy OEM
Glen Pymonto, DCAS

Emergency Operations Center

A. Superior Acoustics, Inc.
Jeff Timberg 718-894-2417

- 1) Ceiling panels x 2 over podium have stains from glue that yellowed (attempt to repair cuts in fabric) Jeff measured areas and will notify OEM with a date for installation of new fabric. As of 06/28/99 Jeff from Superior has not contacted myself or Mazen.

B. Novalink
Chris Ledgister 905-858-3500

Finish work not complete to date. Installers for custom corner pieces have attempted to install pieces on three separate dates, each time running into a different problem;

- 1) The pieces could not be lined up as per drawings, some were forced into place in an attempt to make them fit, areas of installation attempts were damaged (monitor housing paint finish scratched) installer was asked to stop work and have someone from Novalink call me. All material was secured in EOC for future installation.
- 2) New installer (2nd attempt) installer advised me that new pieces would have to be sent, pieces on site would not fit and were no good. Installer discarded material for garbage and left in freight elevator hallway for pickup. I removed discarded material from hallway and returned it to EOC. John Vanderplasse from Swanke was notified of above events.
- 3) Mr. Walter Lima (1-800-858-3598) from Novalink called, stated that an installer would be here on 06/24/99 to complete installation of corner pieces. Installer arrived on 6/24/99 @ 09:00 hrs was met by myself and I discussed my concerns with the installation of corner pieces and that if new pieces did not fit correctly, that he please not force them in place as to not to damage monitor housing any further. Installer requested I show him where the new corner pieces delivered were located. Installer notified his office to see if delivery was made and turns out truck with new material was stolen out of new Jersey the night before. He advised me someone from Novalink would call and reschedule installation.
- 4) Mr. Walter Lima (1-800-858-3598) from Novalink called, apologized for inconveniences and would have new pieces and installer here on 06/28/99 to complete installation. Mr. Lima also stated that the V.P. from Novalink would be here on Monday to look at job. I asked Niel O'Conner to meet with them due to this was my RDO. No other day was good for Novalink so I didn't want to delay this any longer.

- 5) Podium:
 - both corner post panels are out of line, need to be rehung.
 - 2nd panel to right of right corner post bottom bowing out?
- 6) As of 06/29/99 I was advised by Niel O'Conner that no one from Novalink arrived to complete installation of furniture corner pieces. I will call Mr. Walter Lima from Novalink and discuss this issue. I will follow-up with a memo of status.
- 7) Mr. Walter Lima called from Novalink, apologized for the missed appointment on 06/29/99. Requested the Mr. Greg Penny, VP Client/Dealer Relations meet with me today 06/29/99 @ 11:00 hrs. I met with Mr. Penny and discussed all the issues. Someone from Novalink will be here Thurs / Fri to complete installation if possible, measure new pieces if necessary and have final installation by 07/07/99. Mr. Walter Lima will call to confirm Thurs or Fri.

C. Carpet:

- 1) Some minor pieces need to be refit.
- 2) Access panel to the right of video projector # 4 is not hung. Trim from stairs needs to be adjusted to allow for panel to fit.
- 3) Opposite the podium at the two step platform, left side between computer station seat # 49 and platform, area needs to be cleaned and carpeted, opposite side needs better carpet installation.

D. Exit signs:

- 1) Signs are not visible from the center of EOC

E. Fire Extinguisher signs:

- 1) I asked Juan if it was code to have signs for ease of locating extinguishers from anywhere in the EOC.

F. Monitor enclosures:

- 1) Damage to enclosures consist of scratches to finish at following locations; (M – monitor) M 2, 5, 10, 19, 28.
- 2) Scratched to turret under clock to the right of M 6.
- 3) Small mesh piece to the left of M 25 needs to be rehung.
Corner piece to right of M 12

G. Sheetrock finish:

- 1) Where the sheetrock meets the turrets, material is jagged and poor workmanship, locations; M 1, 2, 7, 17, 19, 21.
- 2) Metal turret over M 7 needs to be cleaned.

H. Metal Ceiling Tiles:

- 1) There are numerous tiles in need of realignment. There are tiles that need to be replaced due damage (dents). All tiles were identified by Juan Mejia on construction drawings.
- 2) Installation of audio speaker in the area of seat number 64 vibrates when used, (speaker installation shims are visible).

I. Wood Paneling:

- 1) Damaged pieces :
Behind glass door to watch command in three places, (damage occurred prior to installation of door stop and door closer, Mazen was notified to install).
- 2) Panel damaged to left of M 10.
- 3) Numerous areas have glue on finish of paneling.
- 4) Remove wood shim to right of M 11.

J. Hurricane doors :

- 1) Access to doors behind wood panels not possible.
- 2) Metal clips loose or missing.
- 3) Wood panels were installed as normal, no change to make it possible to remove.

K. Electrical:

- 1) Damaged light fixture :
ceiling wall fixture to the right of M 13 has an opening of @ 2".
- 2) Complete inspection of electrical systems.

L. Hurricane dampers:

- 1) Location of switch to activate dampers during EOC Activation can not be located.
- 2) Operation of system will be addressed on July 6th with Kayback and DCAS Engineers.

M. Window Wall to W/C

- 1) Third bottom panel to left of W/C door is dented on lower right hand corner.

Freight Elevator Hallway

A. Double Doors:

- 1) Entrances to both sides of the floor missing door silencers.

B. Ceiling Tiles:

- 1) 17 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.

C. Walls:

- 1) Spackle / paint screw head under outlet opposite elevator doors.

D. Flooring:

- 1) No problems found

E. Electrical:

- 1) No problems found

Watch Command

A. Ceiling Tiles:

- 1) 14 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- 2) Metal band from ceiling over glass looking out into the EOC on right side.

B. Lighting :

- 1) Hallway light is out over door to Motorola room, request circuit and fixture be tested to identify are in working order. (not just a lamp)
- 2) As per drawing light fixture should have been installed in hallway, just in front of doorway. Light fixture was terminated in ceiling. Unable to install because of duct work, fire sprinkler head and smoke detection device. Requested an alternate means of installation be found.

C. Walls:

- 1) Spackle / paint wall to right of Motorola room.
- 2) Spackle / paint wall to right of W/C Supr. Office (screw heads popping).
- 3) Remove paint from carpet to right of W/C Supr. Office.

D. Carpet:

- 1) No problems found.

E. HVAC:

- 1) Request installation of locking cover for thermostat.

F. Workstations:

- 1) All countertops at each workstation out of line. (uneven at joints)

Press Room

A. Glass Windows:

- 1) Damaged glass has been identified and waiting for new pieces from vender as per Mazen. Unable to get a commitment on an installation date.

B. Walls:

- 1) Sheetrock and base molding needs to be cleaned at bottom right of glass wall.
- 2) Switchplate to 7 gang box needs to be replaced (finish was sanded off during Spackle / paint touchup)

C. Entry Doors:

- 1) Doors (front and Rear) to Press Room damaged, there are dents and screw holes in jambs/doors.

D. Ceilings:

- 1) No problems found

E. Black Out Shades:

- 1) Do not block out visibility into the Press Room.

QuarterMasters Room

- A. Ceiling Tiles:
 - 1) x 3 tiles need to be reset.
- B. Walls : No problems found
- C. Flooring: No problems found
- D. Electrical:
 - 1) Grille missing to light fixture.

Motorola Room

- A. Ceiling Tiles:
 - 1) x 4 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls : No problems found B - D
- C. Flooring:
- D. Electrical:

HVAC Room

- A. Fireproofing:
 - 1) Incomplete as per Mazen
- B. Hot water heater:
 - 1) Hot water heater unit installed at ceiling for ADA Restroom, not in service to date.
- C. Fire Alarm System:
 - 1) Operational instructions, maintenance, systems test.
 - 2) Sprinkler heads as per code (1 for every bay between beams ?).
- D. Auxiliary Heating System:
 - 1) x 2 units installed hanging from ceiling.
 - 2) Operational instructions ?
 - 3) Purpose for units ? Units operate by individual thermostats ? Maintenance, systems test ?
- E. Sheetrock;
 - 1) Unfinished sheetrock corner in area of fire alarm system.
(identified on Juan Mejia's construction drawings)
- F. Misc:
 - 1) Air system filters damaged due to water on the floor x 2 boxes.
- G. Waterproofing:
 - 1) Water proofing height in question by Juan Mejia, need to ask him for clarification of issue. Should be 6" + ?
- H. HVAC:
 - 1) Installation of HVAC will be examined by DCAS Engineers on July 6.

ADA Restroom

A. Exhaust System:

- 1) Exhaust fan and duct work in question.
Was installation completed ?

B. Hot Water:

- 1) Hot water is supplied by heater in HVAC room ?

C. Water supply:

- 1) If 1100 or 11,000 gallon tank runs out of water, how do we get it refilled ?
- 2) Is the water supplied by building system ?
- 3) When does the backup water supply come into play ?
- 4) How is the water in the backup supply maintained ?
- 5) Does this system supply other areas of the 23rd floor ?
- 6) Is there or do we need a maintenance agreement to have this system serviced regularly ?
- 7) Does this supply our restrooms and drinking water ?
- 8) Which of the restrooms ?
- 9) DCAS Engineers must be familiar with this system.

D. Flooring: No problems found

E. Walls: No problems found

F. Electrical: No problems found

Conference Room Hallway

- A. Ceiling:
- 1) x 4 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
 - 2) x 1 ceiling tile needs to be replaced, cut for ceiling mounted exit sign to big.
- B. Walls: No problems found for B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Conference Room #1

- A. Ceiling: No problems found for A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Conference Room #2

- A. Ceiling: No problems found A - C
- B. Walls:
- C. Flooring:
- D. Electrical:
- 1) Fluorescent fixture not working
- E. Misc:
- 1) x 3 wood laminated shelves ?

Conference Room #3

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- F. Misc:

PIU Room

A. Ceiling:

- 1) x 30 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.

B. Walls:

- 1) Spackle / paint structural cross members meet walls
- 2) Spackle / paint column with recessed fire extinguisher (corner bead)

C. Flooring:

- 1) No problems found

D. Electrical:

- 1) Roll down window shades are electrically operated (low voltage) no installation of any wiring to operate shades.
Juan Mejia made note and will discuss with Ambassador on how to resolve. I will follow up.
- 2) Cable wire coming out of electrical box under recessed fire extinguisher wall, needs cable box cover. Question – which vender is responsible?
- 3) Phone wire is coming out from behind heating going over support column and under wall ? Needs to be relocated. Unknown what this wire is for.

E. Misc:

- 1) Electric roll down shades, spec's called for dual shades,
1 st being solar shades,
2 nd being a black out shade (room darkener)

At present there is a single roll shade in place at all window locations, but no wiring and switching.

Question for Juan Mejia: Were these shades to be controlled by the touch pad screen through the A / V system ? I will follow up.

- 2) Meeting with Ricky S. Janowitz on 06/29/99 at 10:00 hrs with Mazen from Ambassador. Mr. Janowitz stated that the shades in place were the ones specified on drawings. The shades are dual shades (both room darkeners & solar). In addition, Mr. Janowitz stated that the material to install the wiring was delivered to the job site. Mazen and Mr. Janowitz went to the 13th floor to look for material. Mazen called to state that they found some of the material for wiring. According to ambassador the electrician did not have any instructions for wiring of shades. My question to him, is why was all the material to do so delivered? What is Ambassador going to do about missing material ? I will contact John Vanderplasse from Swanke and ask him to clarify the wiring issue.
- 3) Closets – For both closets sprinkler heads needs to be reinstalled and sheetrock spackle / paint finish.

Hallway

(From PIU Rm., to Responders Area)

- A. Ceiling:
 - 1) In attempt to replace damaged ceiling tiles already identified, new tiles installed, wrong color. Approx. x 30 tiles.
- B. Walls:
 - 1) Spackle / paint support column outside of PIU Room.
- C. Flooring:
 - 1) Some minor pieces need to be refit.
- D. Electrical:
 - 1) No problems found
- E. Misc:

Responder Area

A. Ceiling:

- 1) In attempt to replace damaged ceiling tiles already identified, new tiles installed, wrong color. Approx. x 30 tiles.

B. Walls:

- 1) No problems found

C. Flooring:

- 1) Some minor pieces need to be refit.

D. Electrical:

- 1) Men's restroom foyer, overhead light missing housing and trim ring.
- 2) Countertop lighting, no switch to turn on / off.

E. Misc:

- 1) Men's restroom stall partitions missing screws.
- 2) Tile – floor in foyer area needs to be regouted
- 3) Tile – wall tile next to fire alarm strobe light, held in by tape, @ 4-5 pcs.

Main Elevator Lobby

A. Ceiling:

- 1) Spackle / paint over main entrance doorway
- 2) Spackle / paint over hallway doorway, right side.
- 3) Spackle / paint raised portion with cameras.

B. Walls:

- 1) No problems found

C. Flooring:

- 1) No problems found

D. Electrical:

- 1) Center spot out, electrician inspected, stated it was manufacturer problem.

E. Misc:

Reception Area

A. Ceiling:

- 1) No problem found

B. Walls:

- 1) Closet – spackle / paint finish around sprinkler head.
- 2) Spackle / paint around fire alarm pull down switch.

C. Flooring:

- 1) No problem found

D. Electrical:

- 1) Test of Fire Alarm deactivation for electronic door locks ?
- 2) Is this system hooked up with the buildings fire alarm system.
- 3) Does this system have to be covered by the additional alarm contract ?

E. Misc:

- 1) Entrance door – silencers missing, screws missing in jamb, screws missing in glass trim .

Planner Area

- A. Ceiling:
 - 1) x 30 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls:
 - 1) Outlet box cover (outside A/C maint. doors) need spackle / paint
- C. Flooring:
 - 1) Some minor pieces need to be refit.
- D. Electrical:
 - 1) Under cabinet lighting, no switch to turn on / off.

John Hughes' Office

- A. Ceiling:
 - 1) x 30 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

MIS Room

- A. Ceiling:
 - 1) x 7 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Steve Kuhr's Office

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Henry Jackson's Office

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Matt Furman's Office

- A. Ceiling:
 - 1) x 6 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Jerry McCarty's Office

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- F. Misc:
 - 1) One manual set of blinds damaged. Rep. from International Blind Contractors, Ltd. measured for replacement. Awaiting installation. Mr. Jonowitz advised material and installation should be 06/29/99.

Calvin Drayton's Office

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Deputy Director's Hallway

- A. Ceiling:
 - 1) x 18 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Bunk Room / Locker Room

- A. Ceiling:
 - 1) x 2 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Mens Bunk Room

- A. Ceiling:
 - 1) x 2 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
 - 2) adjust / repair ceiling tile track
- B. Walls:
 - 1) Spackle / paint wall screw heads
- C. Flooring: No problems found C - D
- D. Electrical:

Mens Bunk Restroom

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Shower curtain rod, shower curtain

Womens Bunk Room

- A. Ceiling:
 - 1) Smoke detector still has plastic dust cover in place
- B. Walls: No problems found B - D
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Shower curtain rod, shower curtain

Womens Bunk Restroom

- A. Ceiling: No problems found A – E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Shower curtain rod, shower curtain

Copy Room

- A. Ceiling:
 - 1) x 12 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) re-glue floor molding

Executive Hallway

- A. Ceiling:
 - 1) x 10 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B- E
- C. Flooring:
- D. Electrical:
- E. Misc:

Executive Foyer

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Executive Reception Area

- A. Ceiling:
 - 1) x 7 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - E
- C. Flooring:
- D. Electrical:
- E. Misc:

Executive Restroom

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
 - 1) Fluorescent lamp over vanity needs replacement, on order from Ambassador.
- E. Misc:
 - 1) Restroom veneer door has chip in veneer finish.
 - 2) Closet doors missing magnetic catches.

Executive Hallway

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

JMH Office

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Wood doors missing silencers.
 - 2) Floor base molding missing to right of doorway.
 - 3) White paint on top left of wall unit.
 - 4) 2 x gray cables from the wall (poss. for A / V)

Jack Trabit's Office

- A. Ceiling:
 - 1) x 4 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - D
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Doorway to hallway, missing door closer.
 - 2) Wood door missing silencers.
 - 3) Entry door to office has chips in bottom of door.

Lillian Fernandez's Office

- A. Ceiling:
 - 1) x 4 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - D
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Wood door missing silencers.

Sal Lifrieri's Office

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Wood door missing silencers.

Executive Conference Room

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

- 1) Wood door missing silencers.

Mayor's Reception Area

- A. Ceiling:
 - 1) Reset ceiling tiles.
- B. Walls:
 - 1) Spackle / paint around light switch plate (doorway to A / V Room).
- C. Flooring: No problems found C - D
- D. Electrical:
- E. Misc:
 - 1) Missing floor mounted door stop

Mayor's Office

- A. Ceiling:
 - 1) Spackle / paint ceiling around sprinkler head (outside restroom).
 - 2) Readjust height of sprinkler head (over couch).
- B. Walls:
 - 1) Spackle / paint wall to right of doorway to conference room.
- C. Flooring: No problems found C - D
- D. Electrical:
- E. Misc:
 - 1) Scratch in wood veneer entry door (from reception area into suite).

Mayor's Kitchenette

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

- 1) Kitchen cabinets (wall units) top left cabinet has chip in formica door.
- 2) Cabinet mounted microwave oven was not installed.

Mayor's Restroom

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

- 1) Restroom closet missing magnetic door catches
- 2) vanity – missing shelves x 2

Mayor's Conference Room

- A. Ceiling: No problems found A - D
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

- 1) Conference table (in process of installation of additional phone boxes)

Main Hallway

(from doorway to kitchen to entrance to hallway to quartermaster)

- A. Ceiling:

- 1) x 54 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- 2) HVAC duct squealing sound from duct work.

- B. Walls: No problems found A - D
- C. Flooring:
- D. Electrical:
- E. Misc:

- 1) Doorway to conference room hallway, door missing finish screws on glass trim.

Staff Kitchen

- A. Ceiling:
 - 1) x 13 pieces counted as damaged or discolored due to workmanship from various contractors. Mazen Batarseh from Ambassador Const. Co. Inc. advised an attempt was made to clean tiles, but cleaning was unsuccessful.
- B. Walls: No problems found B - D
- C. Flooring:
- D. Electrical:
- E. Misc:
 - 1) Sink access panel, (need additional piece at bottom, plumbing exposed.)
 - 2) Cable box, need cover.

Lan Room

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Women's Restroom

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Smoking Lounge

- A. Ceiling: No problems found A - E
- B. Walls:
- C. Flooring:
- D. Electrical:
- E. Misc:

Men's Restroom

- A. Ceiling: No problems found
- B. Walls:
 - 1) x 4 pieces of wall tile loose, being held in by tape.
 - 2) Stall partitions missing screws for mounting brackets.
- C. Flooring:
 - 1) Floor tile needs to be regouted in foyer on responder side.
- D. Electrical:
 - 1) Hallway side – ceiling light fixture missing housing and grille
- E. Misc: