MEMORANDUM
COLA CENTER RENOVATION
BKSK #2210

BKSK ARCHITECTS
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To:	**Steve Byrns**	From:	John Englund
Firm:	Untermyer Gardens Conservancy	Via	Via email
Re:	Cola Center	CC:	file

Per your request a description of the scope or work:

The work of this contract will consist of the conversion of an existing vehicle garage into a multipurpose room for staff and the public. Two existing garage doors will be removed, and the door openings infilled with windows and EIFS on CMU to match existing. Damaged portions of the existing EIFS will be repaired and the affected face of the building recoated. The asphalt drive leading to the garage doors will be removed adjacent to the building and gravel drainage material installed in its place.

The interior of the garage walls will be furred and finished with drywall, enclosing existing electrical panels and constructing two storage closets. The concrete slab-on-grade floor will be cleaned, scarified and prepared for leveling and installation of a linoleum tile floor. The existing drywall ceiling will be repaired, skim-coated and repainted after installation of new ceiling fixtures. A door opening will be cut in the CMU wall to provide entry from inside the building.

Existing gas heaters and associated piping will be removed, and a split HVAC system installed, with the condensing unit placed on a new curb on a low-slope portion of the building's roof.

Power and data lines will be brought to indicated locations, power to lighting and to the HVAC equipment. Existing light switches will be relocated as required, and new installed.

An existing interior hose bibb will be replaced with a new non-freeze wall hydrant on the exterior wall.