

Old Main Project Design; Work/Renovations; Non-Emergency Shutdowns

December 6, 2012

All work and non-emergency shut downs to be performed at Old Main must be approved in advance by the Old Main Co-Facility Coordinators Steve Neeper and/or Mary Lou Carothers. All project design must be reviewed and approved by Ann Beha Architects. The following outlines the procedure for obtaining approval of work, shutdowns, and project design.

Design Projects:

-A copy of the project request shall be sent to Steve Neeper, Co-Facility Coordinator; Mary Lou Carothers, Co-Facility Coordinator; Marv Bevan, Project Manager, Terry Hansel, Project Coordinator, and Jason Smith, Project Coordinator.

-The Project Leader must submit their proposed project design to Ann Beha Architects for review and comment. All deviations from Ann Beha Architects recommendations require approval from Gordon Turow, Director, Campus Planning & Design. The proposed design shall be submitted to Ann Beha Architects, attention: Philip Chen, AIA, LEED AP, Principal, pchen@annbeha.com, 617-226-1638.

-Copy Steve Neeper, Co-Facility Coordinator; Mary Lou Carothers, Co-Facility Coordinator; Marv Bevan, Project Manager; Terry Hansel, Project Coordinator; and Jason Smith, Project Coordinator; on the request to Ann Beha Architects to review the project design.

-The project may not proceed to construction until approved by Ann Beha Architects and/or Gordon Turow, Director of Campus Planning & Design.

Work/Renovation Projects:

-All work must be performed after hours (6:00 PM- 6:00 AM) Monday through Friday or on weekends.

-All work must be approved and scheduled in advance by the Old Main Co-Facility Coordinators Steve Neeper and/or Mary Lou Carothers.

-Project Leader must submit an email to Steve Neeper, Co-Facility Coordinator and Mary Lou Carothers, Co-Facility Coordinator requesting permission to perform work at Old Main as scheduled. The request shall include the following:

- Description of work.
- Location of work.
- Work schedule including work hours.

The following will be copied on the email: Marv Bevan, Project Manager; Terry Hansel, Project Coordinator; Jason Smith, Project Coordinator; Ruth Weber, Executive Operations Manager, VP Research & Dean Graduate School; Paul Peworchik, Coordinator Information & Administrative Services, Information Technology Services; Lori Holderman, Assistant to Financial Officer, Undergraduate Education; Keith Reese, Human Resource Coordinator, University Development; Shelly Aina, Educational Equality; Ronald Smoyer, Controller's Office; Stan Latta, Student Affairs; Betty Roberts, University Relations; Dan Sieminski, Commonwealth College-Central Administration; Lisa Squire, Commonwealth Campuses; Kathy Stocker, Alumni Association; and Cherie Obiri, University Outreach.

-Work may not begin until approved by the Old Main Co-Facility Coordinators Steve Neeper and/or Mary Lou Carothers.

Non-Emergency Shutdowns:

-All non-emergency shutdowns must be approved and scheduled in advance by the Old Main Co-Facility Coordinators Steve Neeper and/or Mary Lou Carothers.

-Submit an email to Steve Neeper, Co-Facility Coordinator; Mary Lou Carothers, Co-Facility Coordinator; requesting the non-emergency shutdown to include the following:

- Description of non-emergency shutdown.
- Date and time of non-emergency shutdown.

-The following will be copied on the email: Marv Bevan, Project Manager; Terry Hansel, Project Coordinator; Jason Smith, Project Coordinator; Ruth Weber, Executive Operations Manager, VP Research & Dean Graduate School; Paul Peworchik, Coordinator Information & Administrative Services, Information Technology Services; Lori Holderman, Assistant to Financial Officer, Undergraduate Education; Keith Reese, Human Resource Coordinator, University Development; Shelly Aina, Educational Equality; Ronald Smoyer, Controller's Office; Stan Latta, Student Affairs; Betty Roberts, University Relations; Dan Sieminski, Commonwealth College-Central Administration; Lisa Squire, Commonwealth Campuses; Kathy Stocker, Alumni Association; and Cherie Obiri, University Outreach.

-Non-emergency shutdown may not occur until approved by the Old Main Co-Facility Coordinators Steve Neeper and/or Mary Lou Carothers.