



CSL CONSULTING, LLC  
24 NEW ENGLAND EXECUTIVE PARK  
SUITE 330 BURLINGTON, MA 01803  
(781) 222.5120 (617) 812.8520 fax  
CSL-CONSULTING.COM

**FROM THE DESK OF  
CHAD SIEBEL**  
T: 781 222 5122  
E: csiebel@csl-consulting.com

## MEMORANDUM

**DATE: MAY 4, 2011**

**TO: SMITH FACULTY**

**CC: FACILITIES**

**RE: SMITH COLLEGE – CLARK SCIENCE CENTER – PROGRAM SPACE HAND OFF PROCEDURES**

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### Program Spaces Hand off Procedures

#### PUNCHLIST

- Contractor Completes Work
  - Contractor advised back to Architect and CSL that work is complete and ready for punchlist
- Architectural Punchlist
  - Issued one week after construction completed
- Smith/Faculty Punchlist
  - Issued one week after construction completed
  - During punchlist walkthrough faculty to review:
    - Signage & Directory
      - Door Sign?
      - Science Center Directory Posting?
      - Smith Directory Online Posting?
    - Data outlets working
      - Smith IT
    - Phones
      - New phone service will be transferred from old room
      - Coordination through CSL
    - Waste Bins Required
    - Recycling Bins Required
    - Soap Dispensers



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- Paper towel dispensers
- Teaching Aids
  - Chalk
  - White Board Markers
- Contractor will have one week to complete all Punchlist items
  - Final Cleaning performed by contractor
  - VCT floors cleaned and waxed by Custodial Group

### **KEYS**

- Core Changed (CSL/Facilities)
  - Work requested submitted 3 weeks prior to completion of work by CSL to locksmith to change construction core out with Room Core
- Key Requested for Faculty Member (CSL/Smith)
  - CSL submits key request to Div3-Keys for faculty member
  - Key request sent to Facilities
  - Keys' cut
  - Keys turned over to public safety and then to Stockroom
  - Faculty members to obtain keys at Stockroom
  - Typically 10 day turn around on key requests
- Key Requests for Students
  - Faculty member will need to submit key request to Div3-Keys for each student requiring a key
  - Key request sent to Facilities
  - Keys' cut
  - Keys turned over to public safety and then to Stockroom
  - Faculty members to obtain keys at Stockroom
  - Typically 10 day turn around on key requests

### **FURNITURE**

- Furniture Delivered
  - Purchased and Installed through Smith
  - Coordination of delivery with Furniture Supplier by CSL
  - Furniture to be in place by time of move in.

### **A/V Equipment**

- Plaque noting how to operate systems



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- A/V Group to test systems and ensure that the systems are working properly
- Training

## **MOVING**

- Moving
  - Boxes have been delivered to Stock Room
  - Plans will be labeled according to room numbers
  - Labels will need to be placed on crates in order for items to be moved into correct room location
  - Faculty will pack all contents within their offices, labs, research spaces, etc.
  - Moving company will move all packed boxes
  - Faculty will unpack all contents after moving company has moved all items into new room
- Moving - Chemicals Moving from one room to another :
  - Faculty members will be required to move all chemicals from their existing spaces to new spaces
  - Consult Margaret Rakas for proper chemical moving procedures from room to room.
- Moving – Equipment
  - Refrigerators/Freezers/Incubators/ETC.
    - All items within fridges/freezers will need to be cleared out by Faculty prior to move
    - Hired movers will move heavy equipment into new room location