# Division Administration Office ADA Renovation

June 1, 2023

## Renovation Scope

#### **ADA Compliance:**

- Identified CIP project for many years
  - CIP Budget \$300K
- Project planning & design started last year
- ADA issues to be addressed:
  - o Access from lobby to the offices area
  - Conversion of 1 restroom to be ADA compliant

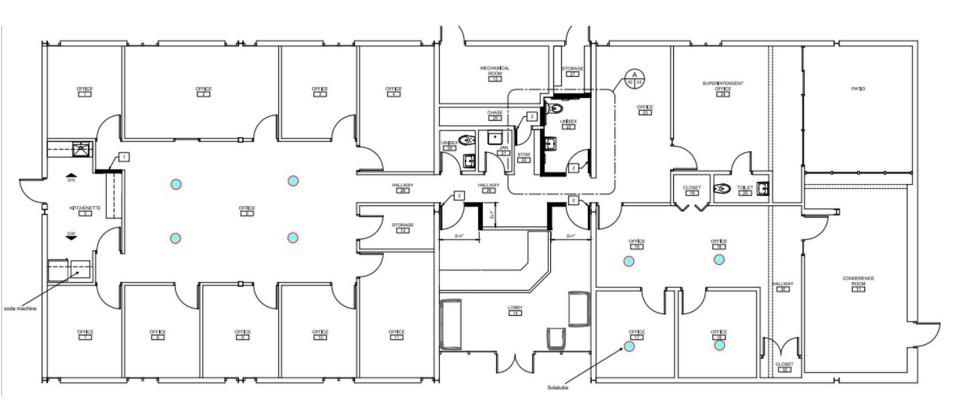
#### Other Improvements:

- Asbestos Removal
- Secure Lobby
- Daylighting (Solar Tubes) for areas with no windows
- Updated/Uniform Finishes
  - flooring, lighting, ceilings, paint, etc.



#### **Projected Time for Completion 4 to 6 Months**

# Changes



#### Relocation Timeline

- June 14th Cones go in spaces where the Mobile Mini will be placed.
- June 15th Mobile Mini is delivered
- June 20th MOVING DAY!!!! Professional Movers on site to take boxes and furniture to the storage container and temporary locations
- June 21st 23rd Specialty Movers disassemble and move cubicles and recently purchased furniture items
- June 26th 30th ASBESTOS REMEDIATION
   WEEK no entry to the DAO
- July ===> DAO Conference Room accessible via side door facing Walker
- September October Estimated completion and return to DAO

# Temporary Locations

- Human Resources & Payroll
  - Division Administration Annex (DAA)
- Finance
  - Modular unit behind Walker auditorium building (near Crow Pool)
- All Other DAO Staff
  - Downtown (700 E. Jefferson Street)

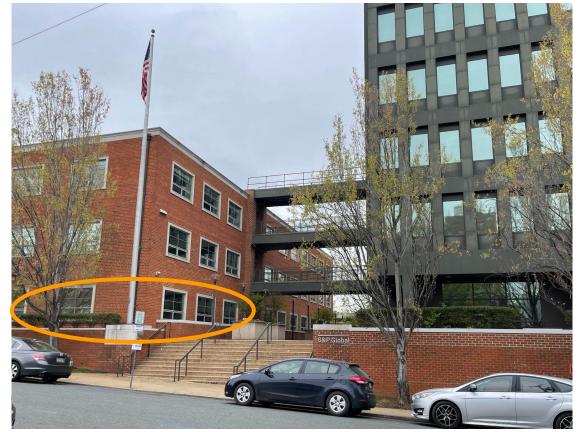
# Other Details for the Downtown Temporary Space

- City Owned Building
  - Thanks to the City for providing this swing space!
  - Custodial & trash services included
- Furnished Cubicle Spaces with Two Small Offices
- Secure Building Card Access
- Other Building Tenants:
  - Top Floor McDonough (professional services: consulting & architecture)
  - Middle Floor City Engineering/Environmental Staff
  - o Ground Floor CCS DAO Team (temporary) & Regional Emergency Management
  - Below Ground S&P Infrastructure/Systems, some offices and connection to the other "SNL building"
- Parking Not Provided

# Current DAO Staff Temporary Desk Assignments @700 E. Jefferson St.

- > Dr. Gurley
- Leslie Thacker
- > Dr. Otey
- > Jenny Herring
- ➤ Beth Cheuk
- Amanda Korman
- > Carolyn Swift
- ➤ Kim Powell
- Julia Green

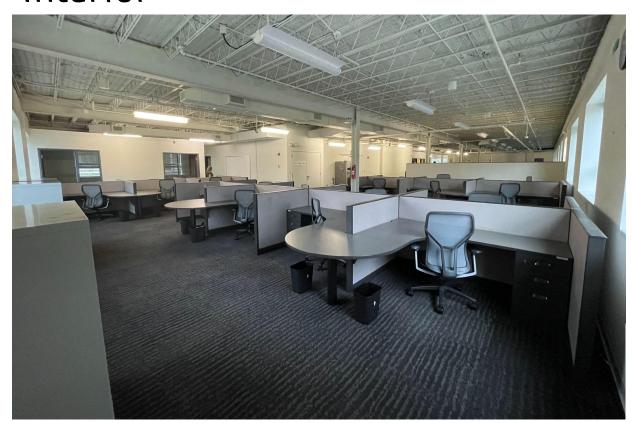






We have been assigned one side of the ground level in the brick building. 7th St. NE Entrance

### Interior



#### New Neighbor Other side same floor

#### Community Emergency Information

KNOW YOUR ROLE IN YOUR COMMUNITY BEFORE, DURING, AND AFTER AN EMERGENCY







# Let's Do This!

Remember: No Pain - No Gain...