CONSTRUCTION ADVISORY NOTICE

TO: Faculty and Staff

FROM: Administrative Services

PROJECT: Energy Conservation Measures – Phase I
Lighting (Interior and Exterior)

CONTRACTOR: Johnson Controls, Inc. (JCI) – General Contractor
Energy Management Consulting & Construction (EMCC) – Lighting Contractor

SCOPE OF WORK: Replace all lighting lamps, ballasts, and lenses, and install occupancy sensors in all classrooms and offices throughout the Leeward CC campus, beginning March 7, 2011, through May 31, 2011. The MS and OCWED Buildings will be affected the week beginning March 7. The project schedule will be distributed next week.

HOURS OF WORK: 9:00 p.m. to 4:00 a.m., Monday through Friday

ADVISORY: When work is scheduled for your space (classroom, office, public area), please remove fragile and/or valuable items to prevent any possible damage to them and ensure that sensitive information/records are properly secured. Please note that the contractors will be video recording each space prior to commencing work in order to document the existing conditions. Furniture and equipment will be covered with plastic sheeting. Before leaving each space, the contractors will remove the plastic sheeting and clean the area. Once work has been completed in your office, classroom, or public space, the expectations of the contractor are that the conditions and cleanliness of the space should be in as-good or better-than the conditions before work commenced.

We will be updating the project schedules regularly. Please note that the contractors may begin working in your space one to two days before or after the projected work date, depending on how quickly they are able to complete their tasks.

Your campus project team requests your patience, understanding, and cooperation during this process (noise, dust, odors, and debris), and to help us continually promote a safe learning and working environment.

CONTACTS: If you have any questions or concerns regarding this notice, contact Sandy Maeda, Auxiliary Services and Facilities Officer, at 455-0462, or email samaeda@hawaii.edu. For after hours emergencies, please contact Campus Security at 455-0611.

Mahalo.

Mark Lane, Vice Chancellor of Administrative Services
Leeward Community College