



PROJECT INFORMATION	
PROJECT NAME: HS1 CONVERT ROOM 336 INTO AN OFFICE	DATE COMPLETED: MARCH 19, 2025
PROJECT NUMBER: 25080001	PROJECT MANAGER: DJ THOMAS
PROJECT DESCRIPTION: ROOM 336 CONVERTED FROM A MAIL ROOM TO AN OFFICE. EXISTING DOOR AND FRAME BETWEEN ROOM 336 AND ROOM 365G REMOVED. DOOR OPENING INFILLED. ELEVATIONS PRIMED, PATCHED AND PAINTED FROM CORNER TO CORNER IN BOTH 336 AND 365G. FLOORING TRIM ON ELEVATION SEPARATING 336 AND 365G REMOVED. (1) CONTINUOUS BASE INSTALLED. EXISTING MAIL BOX REMOVED, OPENING INFILLED. FLOORING TRIM ON ELEVATION SEPARATING 336 AND HALL REMOVED. ALL INTERIOR WALLS PAINTED.	





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PROJECT COST	
DESIGN COST	\$ -
ARCHITECT / ENGINEER / INTERIOR DESIGN	\$ -
CONSTRUCTION COST	\$ 9,996.00
DIVISION 1 - GENERAL REQUIREMENTS (DUMPSTERS, ETC.)	\$ -
DIVISION 2 - EXISTING CONDITIONS	\$ -
DIVISION 3 - CONCRETE	\$ -
DIVISION 4 - MASONRY	\$ -
DIVISION 5 - METALS	\$ -
DIVISION 6 - WOOD, PLASTICS & COMPOSITES	\$ -
DIVISION 7 - THERMAL & MOISTURE PROTECTION	\$ -
DIVISION 8 - OPENINGS	\$ -
DIVISION 9 - FINISHES	\$ 9,996.00
DIVISION 10 - SPECIALTIES	\$ -
DIVISION 11 - EQUIPMENT	\$ -
DIVISION 12 - FURNISHINGS	\$ -
DIVISION 13 - SPECIAL CONSTRUCTION	\$ -
DIVISION 14 - CONVEYING EQUIPMENT	\$ -
DIVISION 21 - FIRE SUPPRESSION	\$ -
DIVISION 22 - PLUMBING	\$ -
DIVISION 23 - HVAC	\$ -
DIVISION 26 - ELECTRICAL	\$ -
DIVISION 27 - COMMUNICATIONS	\$ -
DIVISION 28 - ELECTRONIC SAFETY & SECURITY	\$ -
DIVISION 31 - EARTHWORK	\$ -
DIVISION 32 - EXTERIOR IMPROVEMENT	\$ -
DIVISION 33 - UTILITIES	\$ -
COMMISSIONING	\$ -
GENERAL LIABILITY	\$ -
GENERAL CONDITIONS (STAFFING, ETC.)	\$ -
CONTRACTOR'S FEE (OVERHEAD & PROFIT)	\$ -
PAYMENT & PERFORMANCE BOND (NOT REQ'D IF UNDER \$100K)	\$ -
INFORMATION TECHNOLOGIES & RESOURCES COST	\$ -
UCF IT	\$ -
OFFICE OF INSTRUCTIONAL RESOURCES (OIR)	\$ -
FBO AND PERMITTING COST	\$ 1,274.56
BUILDING CODE OFFICE	\$ 150.00
STATE FIRE MARSHALL	\$ -
PROJECT MANAGEMENT FEES	\$ 1,124.56
FACILITIES OPERATIONS ALLOWANCE	\$ -
CONSTRUCTION CONTINGENCY (10%, REFUNDED IF NOT USED)	\$ -
TOTAL PROJECT COST	\$ 11,270.56

PROJECT TIME		
START	PROJECT SUBMITTED BY CLIENT	2.5 MONTHS
	SPAA, F&S REVIEW	
	PM ASSIGNED	
	PM CONTACTS REQUESTER	
	PM DEVELOPS SCOPE	
DESIGN	A/E SELECTED	NA
	A/E PROPOSAL REVIEW	
	MPP TO CLIENT	
	CLIENT APPROVAL AND FUNDING	
	REQUISITION GENERATED	
	PO ISSUED (NOTICE TO PROCEED)	
	A/E DESIGN	
	WORKSHOPS	
	PERMIT REVIEWS	
BID/PERMIT	S/S PERMIT DRAWINGS RECV'D	1 MONTH
	PERMIT SUBMISSION	
	BUILDING CODE OFFICE REVIEW	
	STATE FIRE MARSHALL REVIEW	
	CONTRACTOR WALK-THROUGH	
	CONTRACTOR BID	
	PM REVIEWS BID	
	AVP F&S APPROVAL OF BID	
	PM PREPARES MPP	
	MPP TO CLIENT	
	CLIENT APPROVAL AND FUNDING	
	REQUISITION GENERATED	
	PO ISSUED (NOTICE TO PROCEED)	
CONSTRUCTION	CONSTRUCTION STARTS	1.5 MONTHS
	RFIS, SUBMITTALS, DOCUMENTS	
	PROGRESS REVIEWS	
	PAYMENT APPLICATIONS, INVOICES	
	INSPECTIONS	
	CERTIFICATE OF COMPLETION	
	CERTIFICATE OF OCCUPANCY	
	BENEFICIAL OCCUPANCY BY CLIENT	
CLOSE-OUT	PUNCH LIST COMPLETION	1 MONTH
	FINAL INVOICES	
	OWNER'S MANUALS	
	ASSET TURNOVER TO OPERATIONS	
	ACCOUNTING CLOSE-OUT	
TOTAL PROJECT TIME - 6 MONTHS		