

# City of Clarkson Valley Office Remodel



## General Notes / Clarification Sheet

### CODE DATA BLOCK

Construction Classification Type	2A
Automatic Fire Suppression System	Yes
Automatic Fire Alarm System	Yes
Corridor Rating	0 Hour
Occupancy Group	B
Project Area	900 SF
High Rise Building	No
# Exits Required / Provided	2 / 3

### Construction Notes

- All construction shall meet the 2009 International Building Code or newer as amended by the City of Clarkson Valley, Missouri and shall meet the current Fire Protection District Building Code as adopted.
- All construction shall meet the current mechanical, electrical and plumbing codes currently adopted by St. Louis County, Missouri.
- Fire blocking shall be required in all concealed spaces where combustible materials are present.
- Fire Protection District may require additional alarm devices and/or fire extinguishers as needed.
- Bullet resistant construction (walls and glazing and transaction window) shall meet the Level 3 standard of the UL752 standard.
- All work shall be completed in a workmanlike manner to the satisfaction of the Clarkson Valley Building Commissioner and Fire Protection District Fire Marshal.
- Sequence of field inspections shall be St. Louis County first, Fire District second and City third (last).
- All finish materials shall be of commercial quality and installed in accordance with the manufacturer's instructions.
- See note on floor plan for coordination with IT / Electrical contractor.
- Conference room table and chairs to be provided by the City of Clarkson Valley and installed by the General Contractor.
- Wall mounted television and mounting hardware to be provided by the City of Clarkson Valley and installed by the IT / Electrical contractor.

### Project Description

Installation of 2 interior doors. Installation of Level 3 bullet resistant wall and Level 3 bullet resistant glass transaction window / counter. New carpet and wall paint throughout. Repaint public corridor wall where door was added; one side only to match existing. Reconfigure existing furniture layout per plans. No change to fire suppression system, fire alarm system, ceiling membrane, means of egress or mechanical system. **Building standard doors, frames and new recessed light fixture are available in the basement area at no cost to the contractor.**

### Contractor Responsibilities

- Lien waivers for all materials / labor used on this project will be provided to the City of Clarkson Valley prior to final payment. Contractor shall warranty all installations for 6 months following project completion.
- Contractor shall obtain and abide by a written copy of the building owner rules and regulations for operating within and around the building. To include: material storage, working hours, smoking, foul language, noise and behavior of workmen.
- Contractor will be responsible for all clean-up of project space and all other common spaces used for material transport or storage as needed.
- Contractor will furnish all materials and labor needed to comply with all laws and codes and to complete the project in accordance with the plans dated 8/13/2024. All materials are to be installed in accordance with the material manufacturer installation instructions.
- Contractor will notify Clarkson Valley one week ahead of when they anticipate needing the office electronics disassembled and will have the new public lobby complete, secure and clean: ready for electronics storage. Clarkson Valley will then arrange, with IT / Electrical contractor to disassemble and relocate that work. Same concept for re-assembly. See Phasing Note below.
- Project Start Date see contract Project Completion Date see contract.
- **All change orders are to be in writing and approved, by the City of Clarkson Valley and Contractor prior to enactment.**
- Means of egress corridors shall never be blocked or compromised in any way and all work areas are to secure and safe.
- Phasing: New public lobby area to be completed and finished first so it can be used for electronics storage / staging. New door installation, finishes and furniture set up to be completed after the new public lobby space is occupiable and electronics have been moved.
- Prior to the start of any work the contractor shall provide the City of Clarkson Valley copies of their general liability and workmen's compensation insurance documents which also name the City of Clarkson Valley as additional insured.
- Contractor to provide wall paint color and floor carpet samples (see notes on plans) prior to ordering those materials. Existing building carpet attic stock may be available for corridor floor patching needs at new door.

### Contact Information

- **Building Owner Representative**
  - Lauren McLaughlin, Operations Project manager
  - Cell : 217-242-5588
  - Email : laurenmclaughlin@eyecarepartners.com
- **City of Clarkson Valley Representative**
  - Sue McNamara, Clarkson Valley Mayor
  - Office: 636-227-8607 or 314-541-6022
  - Email: sue@clarksonvalley.org