



PROJECT WORK ALERT NOTIFICATION

April 23, 2015

UPTOWN CAMPUS

[Click here to enter text.](#)

Facilities Physical Space Inventory Update

Project / Work Order #: [Click here to enter text.](#)

ESTIMATED START: **4/29/2015 12:00 AM**

ESTIMATED END: **5/18/2015 12:00 AM**

Project Description / Scope:

Starting Wednesday, April 29, 2015 and continuing through Monday, May 18, 2015, the architecture and planning firm of JMZ will be on campus to audit and update our Physical Space Inventory database. Their work will consist of space walkthroughs to review and familiarize themselves with our campus organizations and buildings. These walkthroughs will be brief as they are planning to cover over 150,000 gross square feet of our facilities a day.

No participation is required of either Department Heads or Building Managers at this time. If you are available and would like to tour your space with JMZ, you are invited to do so. We recognize the walkthrough schedule is at a sensitive time of year with finals and graduation approaching and we do not wish to inconvenience anyone's work schedules. JMZ has been instructed to review all spaces quickly and quietly and without any interruptions to students, staff or faculty.

POTENTIAL IMPACT ON SURROUNDING AREAS: (please check all that apply)

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Change in access/egress | <input type="checkbox"/> Odor | <input type="checkbox"/> Hot Water |
| <input type="checkbox"/> Dust | <input type="checkbox"/> Traffic | <input type="checkbox"/> Rest Rooms |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Water/Sewer | <input type="checkbox"/> Elevator |
| <input type="checkbox"/> Ventilation | <input type="checkbox"/> Parking | <input type="checkbox"/> Fire Alarm(s) |
| <input type="checkbox"/> Heating/Cooling | <input type="checkbox"/> Other: | |

CONTACT INFORMATION:

If you have any questions or concerns regarding this work, please contact the project manager, Riki Brown, at ebrown6@albany.edu or at **442-3194**.

For a listing of all current Project Work Alert Notification and notable campus projects, please view our web page at www.albany.edu/facilities

We apologize for any inconvenience this work may cause as we continue to renovate and upgrade the University; and we thank you in advance for your cooperation.