



LANDRY/FRENCH CONSTRUCTION COMPANY

January 3, 2017

To: Ryan Senatore

Re: Baxter Academy – 185 Lancaster Street Renovations & Phased Occupancy Approach

Ryan, as requested, below please find a summary of our approach to the Phased Occupancy for Baxter Academy's new space at 185 Lancaster Street, Portland ME.

As discussed, our intent is to complete the 2nd floor renovations first and in time for the fall semester of the 2017/2018 school year, with the 1st floor renovations being completed in mid-November 2017. In regards to phased occupancy, we would expect to have the following completed for 2nd floor occupancy:

- For all occupied areas (including the 2nd floor and all egress stairs/elevator), all architectural, mechanical, electrical and life safety systems will be completed in full, so that the space is 100% complete.
- For non-occupied areas, life safety systems will not be completed in full due to construction sequencing/scheduling.
- In order to provide necessary separation between occupied and non-occupied (construction) space, we will install temporary locks/cores at all construction area entrance doors (after occupancy is granted for the 2nd floor). These locked doors will not impact egress paths.
- Fire Alarm for the 1st Floor will be supervised at the completion of phase 1 with the understanding that the alarm system will be called out on test at the start of each work day for an 8 hour period during which time the space will be occupied with construction personnel.
- During phase 2, the sprinklers will be live throughout egress stairwells.

Please let me know if you have any questions/concerns and note that we can work closely with the City of Portland to determine/confirm what their expectations are prior to starting work onsite. We will then create a phased occupancy plan for publishing.

Thank you.

Matthew Gagnon
Project Manager

Cc: Mason Rowell, Dwight Norton, Nick Duncan, Rick Cormier, File

100% EMPLOYEE OWNED

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