

# BERRY, DUNN, McNEIL, PARKER

## CERTIFIED PUBLIC ACCOUNTANTS

SECOND FLOOR  
100 MIDDLE STREET  
PORTLAND, MAINE

## SECOND FLOOR RENOVATIONS

**HKTA/architects**  
482 Congress Street, Suite 502  
Portland, Maine 04101  
DATE: 4/2/14

NEW OFFICE LAYOUT  
100 MIDDLE STREET  
PORTLAND, MAINE

SCOPE OF WORK: NEW INTERIOR OFFICE LAYOUT.

DESIGN CRITERIA  
OCCUPANCY USE GROUP: IBC B BUSINESS  
NFPA 101 NEW BUSINESS

BUILDING CONSTRUCTION TYPE: II B

BUILDING AREA: PARTIAL THIRD FLOOR PROJECT AREA FIT-UP 4,280 S.F.

PARTIAL THIRD FLOOR PROJECT AREA OCCUPANCY: 43 (100 G.S.F. PER OCCUPANT)

APPLICABLE CODES:  
IBC 2009  
NFPA 101 2012  
NFPA 13  
NFPA 45  
MAINE STATE PLUMBING CODE  
ADA/ADAAG GUIDELINES 2010  
MAINE HUMAN RIGHTS ACT

FIRE PROTECTION: FULLY SPRINKLERED PER NFPA 13  
APPROVED SUPERVISED FIRE ALARM SYSTEM

SITE CRITERIA: EXISTING BUILDING

LIFE SAFETY EXITS PROVIDED:  
PARTIAL SECOND FLOOR PROJECT AREA - 2 EXISTING EGRESS STAIRS

PATH OF TRAVEL REQUIREMENTS PER NFPA: NEW BUSINESS  
DEAD END PROTECTED: 50'  
COMMON PATH OF TRAVEL PROTECTED: 100'  
MAXIMUM TRAVEL PROTECTED: 300'  
CORRIDOR FIRE RESISTANCE RATING: NONE

TRAVEL DISTANCE FROM MOST REMOTE POINT TO POINT OF EXIT ACCESS - 90'

### DRAWING LIST:

T-101	TITLE SHEET OFFICE LAYOUT
D-101	DEMOLITION PLAN SECOND FLOOR
A-101	FLOOR PLAN SECOND FLOOR OFFICE LAYOUT
A-102	REFLECTED CEILING PLAN SECOND FLOOR
A-103	ELECTRICAL PLAN SECOND FLOOR
A-104	FURNITURE PLAN SECOND FLOOR
A-201	DOORSCHEDULE, ROOM SCHEDULE, NOTES
A-301	INTERIOR ELEVATIONS, ENLARGED PLANS
A-401	ARCHITECTURAL DETAILS, WALL SECTIONS

### GENERAL NOTES

1. During the bidding or pricing, the contractor shall visit the site and acquaint him/herself with all conditions relating to the construction and completion of the project and the employment of labor thereon. Failure to do so will not relieve the contractor of his/her obligations to furnish all equipment, materials, labor, and services necessary to carry out the provisions of the contract.
2. Drawings and specifications in this package are intended for assistance and guidance. Exact dimensions and elevations shall be governed by actual conditions at the site and shall be checked by the contractor. Field verify all dimensions and requirements. Report all discrepancies or omissions to the building management.
3. All primary entrances to the site, to the building, path of travel to suite, sanitary facilities, signage, and other applicable areas shall be accessible to the physically handicapped per the current IBC, ADA and other governing codes and regulations.
4. The contractor shall provide any special barricading and maintain any required lights, warning and directional signs and other protections near and about the site of the renovation work as may be required by local authorities having jurisdiction, and by any other necessary means protect any surrounding adjacent sites, structures, properties and servicing utilities, and shall maintain all safety measures until directed to remove them by appropriate parties.
5. Furnish and pay for all H.V.A.C. permits. Provide all labor, materials and services to alter existing or install new, for a complete operable heating, ventilating and air conditioning system. Provide the above in accordance with all applicable codes, ordinances, and requirements of the servicing utility and functions shown on drawings and as required for the completion of work. Submit shop drawings for approval and as-built drawings upon completion of the work if required by building management.
6. Furnish and pay for all electrical permits. Electrical work shall consist of a complete wiring system including meter loop panel board(s) outlets, wall switches, and installation of lighting fixtures, lamps, bells, appliances, fans and like accessories as indicated on the drawings and required for the completion of the work. Submit shop drawings for approval and as-built drawings upon completion of the work if required by building management. Match building standard cover plates.
7. Furnish and pay for all plumbing permits. Plumbing work shall consist of a complete system including service connections, drain waste and vent lines, hot and cold water lines, and gas lines if indicated on the drawings, all excavation and backfill required, and the installation of all fixtures, water heater and appliances. The system shall meet the requirements of all governing codes and regulations. Contractor shall coordinate all necessary information between plumbing, millwork and electrical subcontractors. Submit shop drawings for approval and as-built drawings upon completion of the work if required by building management.
8. Alter sprinkler system as necessitated by new partitions, floors and ceilings. Design shall be adequate for intended use and must conform to governing codes and regulations. Test all systems as required by all governing codes and regulations prior to applying for certificate of occupancy. Match building standard head unless noted otherwise.
9. Equipment, fixtures and materials not specifically shown in the pricing package, but necessary for completion of the work shall be provided. Such items shall be of type and quality suitable for the services required, and shall be comparable to adjoining or similar items in the building.
10. Where size, capacity, model, style, or other pertinent information is not indicated on the drawings, furnish equipment, fixtures or material of size, quality, and utility which will meet applicable code requirements and which will adequately service the various building facilities as required.
11. All installation methods and procedures shall match existing building standards.
12. Existing electrical to remain unless otherwise noted. See plan for new requirements. Locate new data and telephone outlets at 15" high unless otherwise noted.
13. Telephone requirements to be determined by occupant.
14. Light fixtures to be supported by approved method to structure above, independent of grid. All local codes and ordinances apply. Relocate existing light fixtures to accommodate new layout where possible.
15. Relocate or provide new light switches in all areas modified by renovation.
16. Replace all ceilings as noted.
17. Clean up is required on a daily basis and final clean up is required to prepare space for occupancy.
18. Replace, repair, or add new window treatments where required by demolition or new construction using building standards, unless otherwise noted.
19. Prior to application of paint, all surfaces are to be properly prepared, taped, and textured, using building standard finish. All transitions between materials are to be smooth.
20. Paint all access plates, panel boxes, etc. to match adjacent painted surface, unless otherwise noted. Contractor to provide additional touch-up paint to the tenant.
21. Contractor shall provide and install transition strip at all doors where carpet and other flooring meet, unless otherwise noted.
22. Floor covering in closets shall be the same as that of the space onto which the closet door opens unless otherwise noted.
23. Fill, patch, or grind smooth all areas where floor is not level or true prior to flooring installations. Repair and prepare any damage to subfloor to insure proper installation of new materials.
24. Provide and install specified carpet base for all carpeted areas, unless otherwise noted.
25. Exit doors shall be operable from the inside without use of a key or any special knowledge or effort.
26. Exit signs shall be posted above each required exit doorway and wherever otherwise required to clearly indicate direction of egress.
27. Contractor shall provide a construction schedule to the Tenant prior to the start of construction.



Date	4/2/14
Revision	
Project ID	2014003
Drawing Code	100 middle st 2nd east
Project Manager	rbh

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482 Congress Street  
Portland, Maine 04101

BERRY DUNN McNEIL PARKER  
Second Floor  
100 Middle Street  
Portland, Maine  
Title Sheet  
Office Layout

Scale Sheet Scale

T-101  
of  
8 Total Sheets

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