

# Memorandum

**To:** Mark Burnes  
**From:** Mike Nugent/Manager of Inspection Services  
**Date:** 12/06/2004  
**Re:** 100 Commercial St. (permit # 041686)

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I have commenced the review of the above project and need the following:

- 1) Construction details for all elements of construction including, but not limited to; all partitions, the reconfigured stairs, job specific installation and materials of the local exhaust system, general HVAC installation. (Everything that is to be built needs to be part of the stamped construction documents)
- 2) The electrical plans are not stamped.
- 3) There was a headroom issue with the rear stairs (I think) please include that correction in your construction details.
- 4) Please indicate the fire separation rating of the floor/ceiling assembly.
- 5) What are the specific interior finishes and what will their flame spread and smoke development ratings.