



November 25, 2019

Ryan Waller
City of Indianola Public Safety
110 North 1st Street
Indianola, Iowa 50125

Ryan,

Below is the update for this week:

Office Suite (Phase I)

- i. Electrical and Low Voltage work was completed last week.
 - a. Waldinger returned to site earlier today to install a new flush floor box.
 - b. Poindexter Flooring provided pricing for new flooring at Jackie's desk to give the spaces some continuity. Work can be complete with the first bunk room renovation. Pricing is \$735, however, will need City direction/approval before proceeding.
- ii. Heartland Finishes installed roller shades on Monday, November 18th.
- iii. Heartland Finishes will install windowsills the second week of December.
- iv. The Office Furniture was delivered and assembled last week. Instruction manual was provided to MyLisa.
- v. Allied will look at painting the vault door when they return for Phase 2 (Bunk Room 1).
- vi. Per conversation with Alex on 11/26, there is one set of data cabling that needs extended to reach the center desk on the west wall. Formation Group and Waldinger are looking into this issue and will resolve.

Bunk Room 1 (Phase 2)

- i. The Fire Department is in the process of moving from the existing office into the Office Suite. Per conversation on 11/26, Aaron confirmed they will be moved out of the existing office no later than Monday, December 2nd.
- ii. Allied Construction will arrive on Tuesday, December 3rd to begin converting the existing office into the Bunk Room 1 space.
- iii. Once Allied has completed framing, wall patching, and painting, Poindexter will arrive to install the flooring (tentatively the week of December 9th).

- iv. Storey Kenworthy is expecting all Bunk Room Furniture to arrive the first week of December. They will install the furniture for Bunk Room 1 the week of December 9th once Poindexter has finished installing the flooring.
- v. Once the first bunk area is complete, the teams will begin work on the larger bunk space.

If you have any questions or want more information, please let us know.

Thank you.

A handwritten signature in black ink that reads "Matt Brown". The signature is written in a cursive style with a long horizontal line extending to the right.

Matt Brown, AIA
President