

Re: Construction Schedule for Renovations to Municipal Hall  
Progress Report No. 3

ITEM 7  
MANAGER'S REPORT NO. 13  
COUNCIL MEETING Feb. 24/75

Following is a report from the Project Co-Ordinator regarding renovations to Municipal Hall and, more specifically, the schedule for the work that is to be done with respect to this project.

As noted in the attached schedule, the cafeteria will be closed for approximately four weeks during April and May, 1975. During this time, employees will be able to obtain hot lunches from 12 noon to 2 o'clock in the Burnaby Winter Club on Canada Way. Coffee will be made available in the Municipal Hall building during the morning and afternoon coffee breaks.

RECOMMENDATIONS:

1. THAT the attached schedule be distributed to all Departments, the Architect and Consultants; and
2. THAT any major deviation from the schedule be reported to Council.

\* \* \* \* \*

February 20, 1975.

Mr. M.J. Shelley,  
MUNICIPAL MANAGER.

Dear Sir:

Subject: Burnaby Municipal Hall Renovations  
Progress Report No. 3

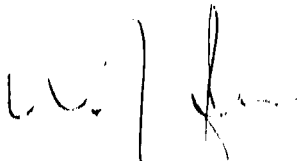
This progress report is made to acquaint Council with the Construction Schedule for renovations in and about the Municipal Hall. The schedule anticipates continuity of work, without interruption by extraneous cause or interruption for cause beyond control of Council.

Renovation work commenced on the lower floor of the main wing on January 13. At that time a Tentative Construction Schedule had been prepared for guidance of the Architect, Consultants, Construction Manager, and others involved with the work. During the interval from December/January, 1975, to the present, an efficient work force has been assembled by the Construction Manager to handle some phases of the work, supply and install contracts have been let following selected bidding, preordering of major mechanical and electrical components has been undertaken following bidding, and the work on the lower floor is progressing on schedule and within budget estimates.

Full and final documentation for the balance of the work necessary over the six remaining floors and the exterior of the Hall will not be forthcoming from the Architect until March 5, but on that basis and with the experience gained from work on the lower floor, the attached schedule revised February 19, 1975, has been developed. At this time, subject to no major interruptions, all indications point to our ability to meet or better this schedule.

The foregoing is presented for the information of Council with the recommendation the schedule be distributed to all departments, the Architect and Consultants; and that any subsequent major deviation from the schedule be reported to Council.

Respectfully submitted,



M.J. Jones,  
PROJECT CO-ORDINATOR.

MJJ:lm  
Encl.

ITEM 7  
 MANAGER'S REPORT NO. 13  
 COUNCIL MEETING Feb. 24/75

MUNICIPAL HALL RENOVATIONS  
CONSTRUCTION SCHEDULE 1975

REVISED  
 FEBRUARY 19, 1975  
 Supersedes  
 Schedule Jan. 15/75

<u>Floor</u>	<u>Start</u>	<u>Finish</u>
1. Lower - Main Block . . . . .	Jan. 13 . . . . .	March 21
2. Main - Main Block . . . . .	April 1 . . . . .	June 20
3. Lower - Short Block. . . . . (except Cafeteria) (closed April 21/May 23)	April 1 . . . . .	June 6
4. Upper - Short Block. . . . .	April 28. . . . .	July 25
5. Second - Main Block. . . . .	March 10. . . . .	August 30
6. Third - Main Block . . . . .	June 9/July 28. . . . .	Sept. 26
7. Fourth - Main Block. . . . .	June 20 - B . . . . . Aug. 4 - A . . . . .	August 1 - B Sept. 26 - A

MOVING SCHEDULE 1975

(To Correlate with Construction Schedule)

<u>Department</u>	<u>To Temporary Office</u>	<u>To Permanent Office</u>
1. Human Resources	Jan. 10 ( <u>Fabco</u> )	March 22 (1)
2. Treasury Department		
Main	March 31 ( <u>Fabco</u> )	June 21
Lands	_____→	March 22
Print Shop	_____→	March 22
Data Processing	_____→	March 22
3. Personnel	March 31 ( <u>Fabco</u> )	Sept. 27
4. Health	_____→	April 26 (2)
5. Engineering	_____→	July 26
6. Planning	June 7 (Lower - Short Blk.) (3)	Sept. 27
7. Building	June 21 ( <u>Fabco</u> )	August 2
8. Assessment	August 2 ( <u>Fabco</u> )	Sept. 27
9. Council Mayor Manager Clerk Legal	No move. Construction works around staff after March 10.	
10. Cafeteria	No move. Close for approximately 4 weeks, April 21/May 23.	
11. Parks	_____→	October 10

NOTES:

- (1) Subject to West Building being available.
- (2) Subject to West Building being available.
- (3) Future Parks office used temporarily by Planning Department.
- (B) North Half of 4th Floor.
- (A) South Half of 4th Floor.