

Tuesday, May 08, 2007

Housing Authority

Met with Mr. Butler and got his input on several issues

- Agreed that room 111 is too small for a functioning office, so he asked that we not place any walls in this area. Will use this area for central copy machine and other office equipment. Asked that we run adequate AC to keep this room cool.
- Wants a space for a touch screen terminal be placed on left wall as one enters the building. This will be for anyone who has an appointment to contact that person.
- Wants a PA system in room 117 with cordless mikes
- Plans to use room 105 as a space for a server and future fiber optic system to connect with all buildings in the complex.
- Asked that entire office building be wired with CAT 5 cables. Wants two terminals in each office, three in his office, (room 104) and three in room 118, and room 117
- Asked that new locks be installed on exterior doors with a different key than one now used.
- Wants exterior of building be very well lighted. Want all lights to be on timers , not sensors.