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Scott Ney
Director of Facility Operations

Community Unit
School District #304

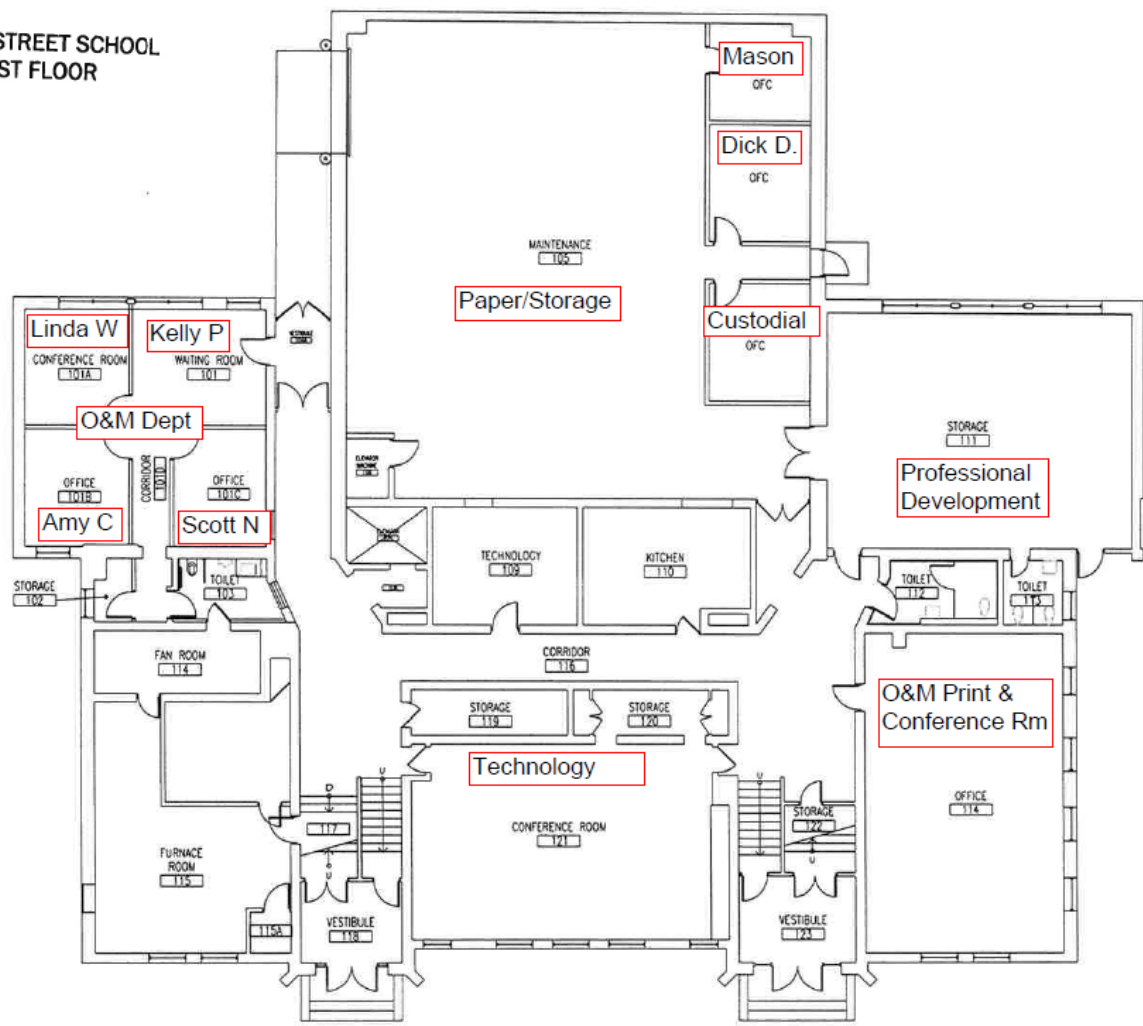
To: Donna Oberg
From: Scott Ney
Subject: Office Moving and Renovation of 4th Street Facility
Rededication to Coultrap Educational Services Center
Date: July 17th, 2013

With the demolition of Coultrap Elementary and the Board of Education's decision to have Geneva 304 Administrative Offices continue to reside at the 4th Street location; district leadership has met to analyze the departmental work flow and reorganize the facility's layout. Please refer to the attached map for district leadership's proposed departmental relocations.

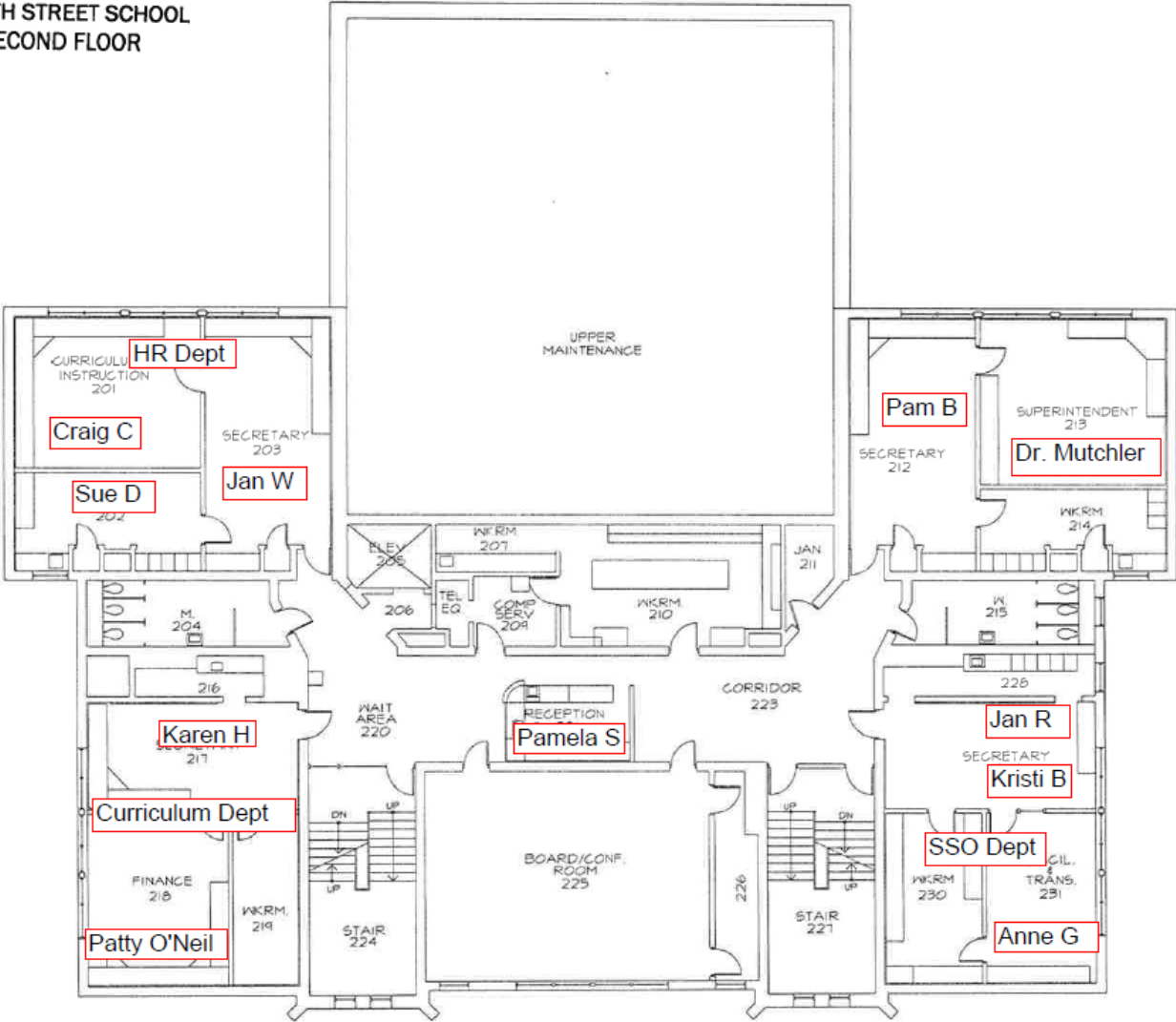
Additionally, data was gathered to address any necessary facility and/or energy upgrades to complete before locating each department into their proposed area. The anticipated total for these renovations is \$113,950. Please refer to the document entitled "Fourth Street Office Moving and Renovations."

Upon the completion of the 4th Street renovations a rededication will take place to name the facility to Coultrap Educational Services Center.

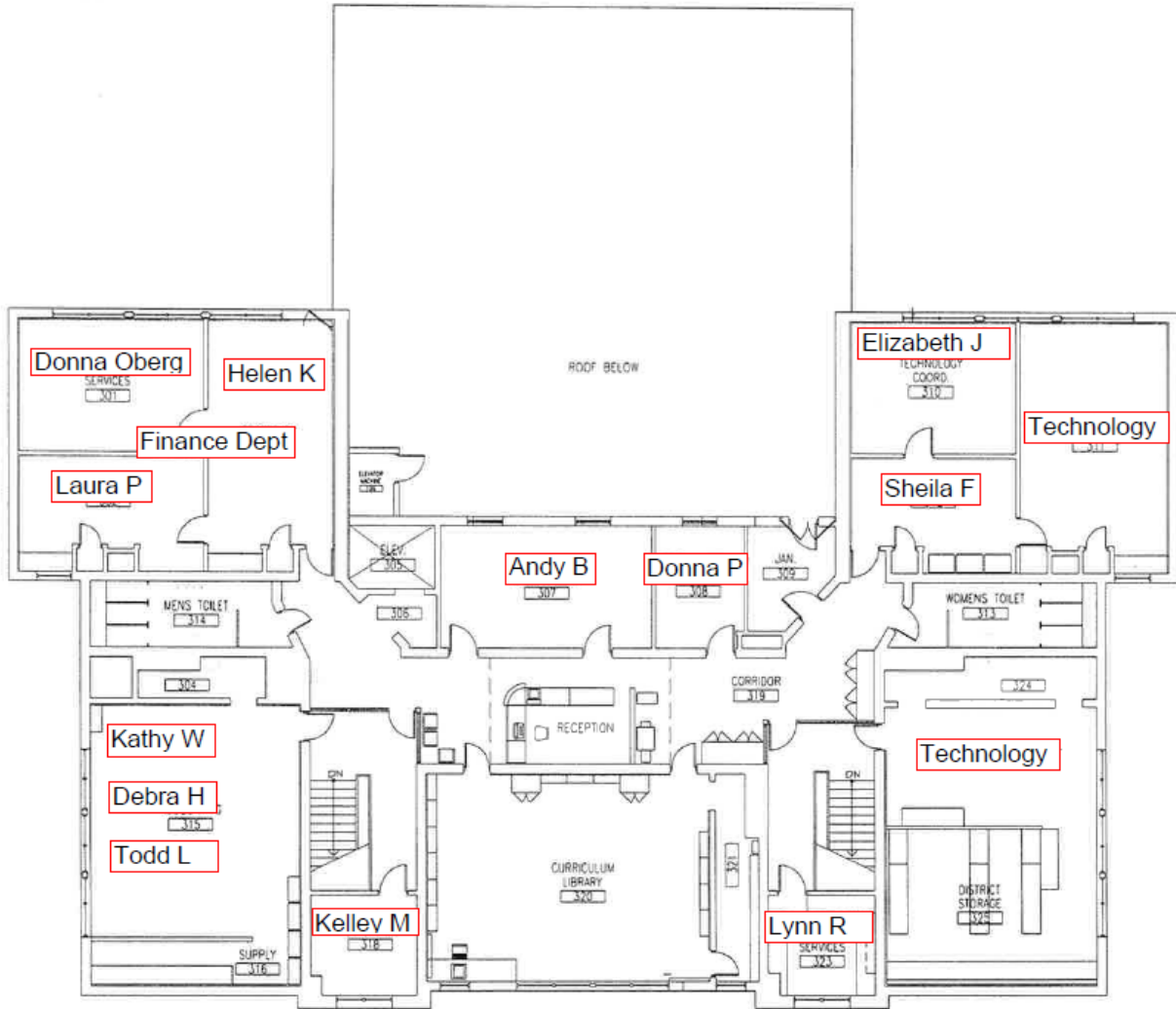
FOURTH STREET SCHOOL
FIRST FLOOR



FOURTH STREET SCHOOL
SECOND FLOOR



FOURTH STREET SCHOOL
THIRD FLOOR



Fourth Street Office Moving and Renovations

Building Wide

Carpet Replacement \$75,000 (Not Included) Capital Improvement Plan
Asbestos Abatement \$50,000(Not Included) Capital Improvement Plan
Emergency Generator (Not Included) \$125,000 Capital Improvement Plan
HVAC Upgrades (Not Included) \$25,000 Capital Improvement Plan
Structural Analysis \$7,500
Contingency \$15,000
Moving Company \$7,500
Test and Balance HVAC System \$5,500
Total-\$35,500

Director of Curriculum (Andy's) Office

Carpet Replacement
Paint and Supplies \$50
Total-\$50

Accounting

Carpet Replacement
Plaster/Drywall Repair in Storage Area \$1,000
Plumbing Repairs to Sink \$500
Additional Three Smoke Detectors and Programming \$3,500
Build Offices (Doors, Metal Studs, Sound Proof Insulation, Fire Rated Drywall, and Supplies) \$4,000
Duct and Diffusers for HVAC System \$2,500
Additional Four Lights for Office Area \$500
Additional Data/ Electrical Drops 10@\$100= \$1,000
Paint and Supplies \$250
Repair Loose Flooring \$ 300
Total-\$13,550

Men's Bathroom Third Floor

Plumbing Flush Valves for Urinals \$1,500
Paint and Supplies\$50
Total- \$1,550

Student Services

Carpet Replacement
Sound Proof Walls (Insulation, Fire Rated Drywall, and Supplies)\$1,100
Duct and Diffusers for HVAC System \$1,400
Paint and Supplies \$250
Repair loose Flooring \$300
Total- \$3,050

Curriculum Library

Carpet Replacement
Repair Loose Flooring \$300
Paint and Supplies \$250
Total- \$550

Assistant Superintendent of Human Resources (Craig's) Office

Carpet Replacement

Add new A/C Unit (Not Included) Capital Improvement Plan

Add Heat and Controls to Office \$1,200

Paint and Supplies \$100

Total-\$1,300

Custodial Closet Third Floor

Asbestos Abatement \$1,200 (Not Included) Capital Improvement Plan

Tile Replacement \$500

Paint and Supplies \$50

Total-\$550

Technology (Small) Office

Carpet Replacement

Paint and Supplies \$50

Isolation Damper for Relief Vent \$500

Total-\$550

Technology Office

Carpet Replacement

New A/C unit (Not Included) Capital Improvement Plan

Paint and Supplies \$250

Total-\$250

Women's Bathroom Third Floor

Paint and Supplies \$50

Total-\$50

Human Resources Office

Carpet Replacement

Repair Loose Flooring \$300

Plaster/Drywall Repair in Storage Area \$1,000

Paint and Supplies \$250

Entry Door \$550

Total-\$2,100

Student Services Director

Carpet Replacement

Paint and Supplies \$50

Total-\$50

Business Services Office

Carpet Replacement

Plaster/Drywall Repair in Storage Area \$1,000

Paint and Supplies \$250

Sound Proof Walls (Insulation, Fire Rated Drywall, and Supplies) \$1,100

Duct and Diffusers for HVAC System \$1,400

Total-\$3,750

Men's Bathroom Second Floor

Plumbing Flush Valves for Urinals \$1,500

Paint and Supplies \$50

Total-\$1,550

Curriculum Office

Carpet Replacement

Paint and Supplies \$250

Sound Proof Walls (Insulation, Fire Rated Drywall, and Supplies) \$1,100

Duct and Diffusers for HVAC System \$1,400

Total-\$2,750

Hallway and Stairs Second/Third Floor

Plaster/Drywall Repair \$4,000

Paint and Supplies \$1,000

Total-\$5,000

Board Room

Carpet Replacement

Paint and Supplies \$250

Total-\$250

Workroom

Repair Cracked Tile \$500

Tile Floor \$500

Electrical Upgrades \$1,000

Paint and Supplies \$150

Total-\$2,150

Custodial Closet Second Floor

Tile Floor \$500

Total-\$500

Superintendent's Office

Carpet Replacement

Paint and Supplies \$250

Total- \$250

Operations Office

Carpet Replacement

Paint and Supplies \$250

Plaster/Drywall Repair in Storage Area \$1,000

Sound Proof Walls (Insulation, Fire Rated Drywall, and Supplies) \$1,100

Duct and Diffusers for HVAC System \$1,400

Total-\$3,750

Garden Meeting Room

Carpet Replacement

Paint and Supplies \$250

Additional Electrical/Data \$500

Shelving Supplies \$500

Total-\$1,250

Paper Room

Carpet Replacement

Asbestos Abatement (Tile Only) \$8,500 (Not Included) Capital Improvement Plan

Plumbing Upgrades (Toilet and Sink) \$5,000

Wall Repairs (Fire Rated Drywall, Trim, and Supplies) \$1,000

Additional Electrical/Data \$500

Total-\$6,500

Garden Room

Carpet Replacement

Paint and Supplies \$250

Additional Electrical/Data \$500

Ceiling Grid/Tile Repairs\$500

Shelving Supplies \$500

Total- \$1,750

Hallway First Floor

Asbestos Abatement for Tile Floor \$15,000 (Not Included) Capital Improvement Plan

Paint and Supplies \$350

Replace Drinking Fountains \$1,000

Replace Doors (Prevention) and Add Access Controls \$10,000

Plaster/Drywall Repair \$1,000

Total-\$12,350

Server Room

Carpet Replacement

Emergency Generator (Not Included) Capital Improvement Plan

Install Access Control Reader \$1,100

Total-\$1,100

Prevention Office

Paint and Supplies \$250

AI Phone \$1,200

Total-\$1,450

Gym Storage

Air Curtain \$2,500

Replace Open Flame Hanging Heaters with Sealed Air Handling Unit \$8,000

Total-\$10,500

Total Cost- \$113,950

Red-Upgrades

Green- Energy Upgrades