

January 14, 2013

EVMS Lewis Hall 2nd/3rd Floor Modifications

Introduction, Work Impact, Two Week Start & Schedule Overview

EVMS has partnered with Damuth Trane for an exciting energy-saving HVAC project on the second and third floors at Lewis Hall. This project includes new digitally controlled air-conditioning and ventilation systems for the offices, conference rooms, and Labs. The Labs will also receive new state-of-the-art Fume Hood controls along with a much improved exhaust system on the roof. These improvements will be part of a whole new system that will save energy while improving comfort.

Our collective goal during this project is to execute these improvements while creating the least amount of inconvenience to affected associates. But realistically there will be inconveniences. We will be performing extensive work in the offices, labs, and other areas. We can work together to make the construction disruptions as short and efficient as possible. The Trane Project Manager, Jeffrey S. Piper, will be in discussions with department coordinators to discuss sensitive issues and possible solutions. Jeff Piper has a temporary office in Room 3150 Lewis Hall and can also be reached by email at jpiper@trane.com or by phone at 757.323.3163 (cell).

This six month project will start this February and will be in full swing by the end of the month. Detailed schedules will be communicated in advance such that associates will have ample time to prepare for work in their areas. The goal is to provide two week notice of work in your area. Keep in mind, based on repetition and gained efficiencies, these schedules will be modified and communicated to coordinators.

Overview of Work Impact

This project will be performed in three major phases. Each phase is related to work in specific areas. The phases are 1) Labs with Fume Hoods (LWFHs), 2) Labs without Fume Hoods (LWOFHs), and 3) Offices.

Labs with Fume Hoods (LWFHs)

The LWFHs will be separated into six areas based on exhaust fan configurations. Each LWFH group contains from six to eleven hoods. At the start of each group work the exhaust fans in the group will be placed off-line. These hoods will not be in-service until all labs in the group are completed. During that time modifications will be made to the lab supply air, the hood exhaust and the room space exhaust. Additionally roof modifications will be made by eliminating each exhaust fan related to each of these hoods and replacing them with one, much more efficient large group fan.

There is preliminary work that will need to be performed prior to the start of work for each group.

All contents will have to be removed from the hoods and the hoods prepared for construction work. Courtney Kerr will be instrumental in coordinating each of these two tasks.

These Lab areas should be modified such that non-essential items are stored, purged or moved from the entry area, the back wall opposite the door, and the hood area. These three areas are where the majority of the work will be performed and all efforts to remove items from these areas will expedite the construction process. I realize there are items that: can't be moved, are difficult to move, and that can be moved. Please concentrate on the items that realistically can be moved and contact me to discuss the other items.

Labs without Fume Hoods (LWOFHs)

This work will be less invasive than the work in the Labs with hoods. This work involves supply air work (at entry door area) and room space exhaust work (along wall opposite entry door). Also note that interior offices without windows will be part of the LWOFH group.

These Lab areas should also be modified such that non-essential items are storage, purged or moved from the entry area and the back wall area opposite the door. All efforts to remove items from these areas will expedite the construction process. I realize there are items that: can't be moved, are difficult to move, and that can be

moved. Please concentrate on the items that realistically can be moved and contact me to discuss the other items.

Offices

The office work involves replacing the Fan Coil Unit (FCU) that is under the windows and making modifications to ductwork close to the entry door and running parallel to the hall. Due to space restrictions, all efforts should be taken to remove all unnecessary and personal items from offices prior to work in each office.

Two Week Start Schedule.

The project will start Monday, February 4th with minor work in halls. Wednesday, February 6th work will start with the LWFHs that include Lab #s 2065, 3059, 3055, 3053, 3078, and 3076. Preliminary work for this area (discussed above) needs to be completed prior to February 4th. At that time a walk-thru will be conducted to make certain we can perform the work with the current items removed.

Overall Schedule Summary.

Attached is an overall project schedule. The sequence should remain basically the same but keep in mind that revisions to this schedule will be made based on actual progress and area factors.

We appreciate everyone's patience and cooperation during this project as we look forward to these improvements. If we work together we can make all attempts to make this transition as painless as possible.