

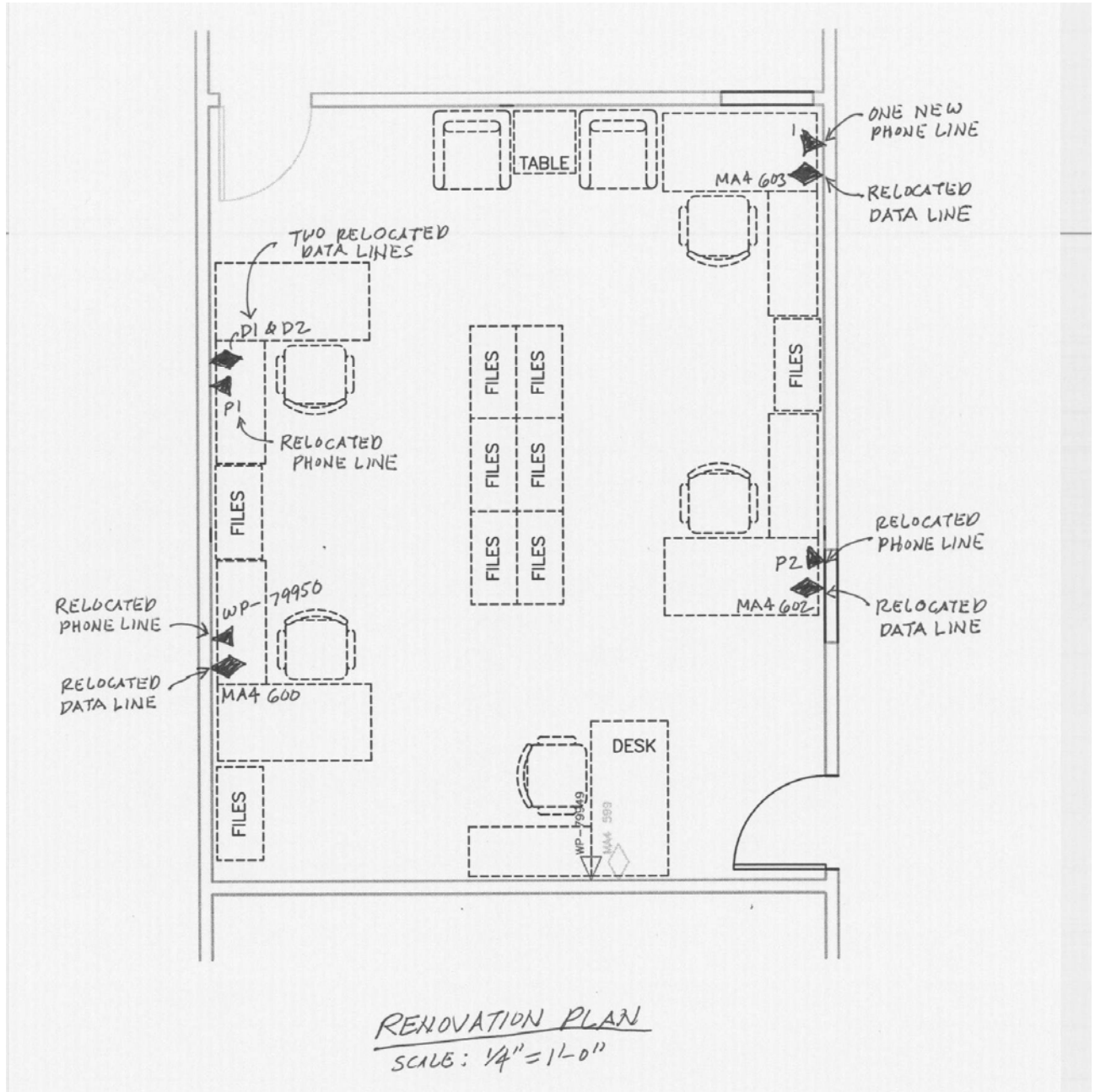
July 07, 2008

CSS Coordination Guidelines

Prepared by Reuben Pinkson

1. **Email Correspondence:** Facilities Management and CSS agreed to utilize email for correspondence on future RFI requests. Future drawings will be scanned and sent as pdf files for CSS/T&N use. RFI responses will be issued in the same manner.
2. **RFI Procedure:** It was verified by Facilities and CSS that future RFI requests will be processed as follows:
 - I. Facilities Management will send the RFI request to CSS after meeting with the client. This RFI request will include:
 - a. pdf demolition plan showing existing electrical to remain and electrical to be removed. Existing telephone & data will be sent as a courtesy to CSS with relevant WP #'s and data line #'s if available.
 - b. pdf renovation plan showing existing electrical to remain and new electrical to be installed. CSS is required to verify all telephone & data connections, and report plan discrepancies to Facilities Management. PDF plan files will be sent in 8.5x11 and 11x17 formats. Facilities Management will issue CSS 'read only' software for access to Facilities Management drawing files.
 - II. CSS will meet with the client. A representative from Facilities Management should be involved with this meeting if available.
 - III. CSS will issue the RFI response to Facilities Management within five business days. This response will include the following:
 - a. pdf demolition plan labeling existing data/telephone to remain, and existing data/telephone to be relocated. Data/telephone to be relocated will be identified by a letter designation if no existing data or WP #'s are available.
 - b. pdf renovation plan labeling existing data / telephone to remain, data/telephone that has been relocated, and new data/telephone to be installed. CSS will label mounting heights on all outlets not 18" above finish floor. Data/Telephone that is to be relocated will be identified with a letter designation matching the item's original identification on the demolition plan. CSS will identify chase locations for the routing of new wire.
3. **Cabling-** Cabling will be relocated if possible, or demo'd back to the source.
4. **Pulling Wire-** Facilities Management will pull wire on all jobs initiated by Facilities Management RFI. CSS will pull wire, demo back to source, and remove any unused cables on data/telephone specific jobs initiated by the client directly to CSS only. Facilities Management and CSS will install all cable per the latest National Electrical Code Requirements edition currently adopted by TDLR.
5. **Cable Length Verification-** Facilities Management will only verify cable lengths using AutoCad, and will not be responsible or held accountable for inaccuracies in verifications made in this manner.

Renovation Plan



Please provide any additional comments or revisions to these meeting notes within 3 working days.

Cc: Darrell Maatsch, Michael Cooper, Hardy Kail

Master File