

UPDATE ON PLUM RIVER CONFERENCE CENTER

1. IMMEDIATE PROBLEMS:

- 1.1. **Late drawings:** the prints were delivered on 25 Sept. 10. They are dated 10 Sept. 10.
- 1.2. **Print quality:** sepia prints must be readable. The prints you sent are not readable.
- 1.3. **Readability:**
 - 1.3.1. The change from "retail shop" to "restaurant" obscures the lettering for "tenant use."
 - 1.3.2. The fire corridor revision was not outlined.
- 1.4. **Missing:** the fire stairwell exiting the theater does not appear.
- 1.5. **Match lines:** missing.

2. DRAWING SPECIFICATIONS:

- 2.1. **Date:** send the most current set of prints to both Treadwell and the City Planning Commission.
- 2.2. **Print quality:** make photocopies from original tracings. Sepia copies are not acceptable.
- 2.3. **Match lines:** clearly marked.
- 2.4. **Tenant use:** clearly marked, not obscured by lettering.
- 2.5. **Revisions:**
 - 2.5.1. fire corridor outlined;
 - 2.5.2. fire stairwell included and outlined;
 - 2.5.3. tenant use function clearly marked.

3. DELIVERY SPECIFICATIONS:

- 3.1. **Ordinary business:** send drawings by priority mail to arrive the next business day.
- 3.2. **Rush delivery:** send drawings by courier to arrive the same business day.
- 3.3. **COD** shipments will not be received.

4. REVISED SCHEDULE FOR THE PLUM RIVER CONFERENCE CENTER PROJECT:

- 4.1. **Immediate action:**
 - 4.1.1 Send legible and up-to-date drawings by 2 p.m. this afternoon (26 Sept. 10).
 - 4.1.2. Send identical drawings to Treadwell and City Planning Commission.
- 4.2. **Communications liaison:**
 - 4.2.1. AVJ will send any further revisions of drawings to Treadwell.
 - 4.2.2. Pending approval from Treadwell, AVJ will forward approved drawings to contractor.