**List of items to be completed:**

**Area #1**

* Paint throughout
* TV mounted in conference room
* Glass/Dry Erase surface purchased & mounted in conference room
* Glass/Dry Erase surface purchased & mounted in each office (3)
* Data lines & Electrical sufficient.  1 per cubicle (27), 2 per office (3), 2 per conference room (1), 1 per print station (2)

**Area #2**

* Paint throughout
* Construct 2 offices
* Data lines & Electrical sufficient.  1 per cubicle (28), 2 per office (2), 2 per conference room (3), 1 per print station (2)
* Construct wall and door outside of breakroom
* Replace cabinets and countertops in breakroom
* Ensure that areas for refrigerators are on closed circuit
* TVs mounted as marked (11)
* Glass/Dry Erase surface purchased & mounted in each office (2)
* Glass/Dry Erase surface purchased & mounted in each conference room (4)
* Install Conference Room Equipment (Can also provide bid on equipment purchase)
  + I’m attaching the bid we received for us to purchase the equipment without having them install.  You can either bid just the install or comparable equipment purchased through your vendors.  I’m open to either option.

**Area #3**

* Paint throughout
* Data lines & Electrical sufficient.  1 per cubicle (25), 2 per office (3), 1 per print station (1)
* Ceiling mount Projector Screen
* Ceiling mount projector
* Glass/Dry Erase surface purchased & mounted in each office (3)
* Privacy film or blinds for glass near doors on offices (3)

**Area #4**

* Paint throughout
* Data lines & Electrical sufficient.  1 per cubicle (10), 2 per office (4), 2 per conference room (1), 1 per print station (2)
* Glass/Dry Erase surface purchased & mounted in each office (4)
* Glass/Dry Erase surface purchased & mounted in conference room
* Glass/Dry Erase surface purchased & mounted in training room (2)
* Ensure connections for projector mounts in training room are working, repair as needed (2)
* TV mounted in conference room
* Replace countertops in executive break area