

ALASKA LEGISLATURE COMMITTEE FILES 1983-1984

2915 HSA GENERAL INFO. - RENOVATION OF GOV.'S MANSION REPORT

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 1)

GENERAL INFORMATION

RENOVATION OF GOVERNOR'S MANSION REPORT

RESIDENCY #1

RESIDENCY #2

RESUMES - ADMINISTRATION, BOARDS &
COMMISSIONS, MILITARY AFFAIRS,
PUBLIC SAFETY

RETIREMENT

EXECUTIVE ORDER 53

EXECUTIVE ORDER 58

HB 6

HB 11

HB 20

HB 29

HB 30

HB 33

HB 34

HB 49

HB 51

HB 53

HB 54

HB 59

HB 62

HB 66

HB 74

HB 80

HB 84

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 2)

HB 85

HB 89

HB 93

HB 97

HB 101

HB 102

HB 106

HB 110

HB 120

HB 121

HB 122

HB 133

HE 135

HB 151

HB 161

HB 164

HB 165

HB 176

HB 184

HB 185

HB 193

HB 202

HB 205

HB 209

HB 210

HB 213

HB 231

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 3)

HB 245

HB 249

HB 268

HB 277

HB 279

HB 284

HB 288

HB 289

HB 301

HB 307

HB 323

HB 362

HB 369

HB 374

HB 395

HB 397

HB 415

HB 430

HB 448

HB 456

HB 459

HB 471

HB 473

HB 478

HB 480

HB 484

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 4)

HB 485

HB 487

HB 488

HB 494

HB 498

HB 499

HB 503

HB 506

HB 516

HB 517

HB 519

HB 535

HB 555

HB 556

HB 564

HB 568

HB 577

HB 578

HB 586

HB 597

HB 608

HB 630

HB 652

HB 655

HB 659

HB 678 (& HJR 66)

HCR 9

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 5)

HCR 10

HCR 13

HCR 17

HCR 18

HCR 20

HCR 45

HJR 33

HJR 39

HJR 42

HJR 44

HJR 52

HJR 53

HJR 64

HJR 66 (SEE HB 678)

HJR 77

SB 48

SB 54

SB 111

SB 132

SB 137

SB 165

SB 174

SB 175

SB 186

SB 190

SB 215

SB 227

SB 294

1983-84
HOUSE STATE AFFAIRS COMMITTEE
LIST OF FILES (PAGE 6)

SB 347

SB 350

SB 387

SB 415

SB 447

SB 466

SB 469

SB 549

General

Info.

House State Affairs 1983-1984

General Information

Renovation of Governor's Mansion - Report

Residency #1

Residency #2

Resumes - Admin., Boards/Commissions/Military Affairs / Public Safety

Retirement

Executive Order 53

Executive Order 58

HB

HB6	85	184	301	480	568
HB11	89	185	307	484	577
20	93	193	323	485	586
29	97	202	362	487	597
30	101	205	369	488	608
33	102	209	374	494	630
34	106	210	395	498	652
49	110	213	397	499	655
51	120	231	415	503	659
53	121	245	430	506	678
54	122	249	436	516	(HJR66)
59	133	268	448	517	
62	151	277	456	519	
66	161	279	459	535	
74	164	284	471	555	
80	165	288	473	556	
84	176	289	478	564	

H. State Affairs 1983-84 (p.2)

<u>ACR</u>	<u>HJR</u>	<u>SB</u>
9	33	48
10	39	54
13	42	111
17	44	132
18	52	137
20	53	165
45	64	174
	66 (see HB678)	175
	77	186
		190
		215
		227
		294
		347
		350
		387
		415
		447
		466
		469
		488
		549

Renovation
of Gov's
Mansion -
Report

HOUSE COMMITTEE ON STATE AFFAIRS
13TH ALASKA LEGISLATURE

RENOVATION OF THE GOVERNOR'S MANSION
FIRST REPORT ***

REPRESENTATIVE MITCH ABOOD
CHAIRMAN

Introduction

Few projects in the State of Alaska have suffered the criticism which has plagued the recent renovation of the Governor's Mansion in Juneau. None would argue the need to bring the mechanical, electrical and fire sprinkler systems in the aging woodframed house into line with the Twentieth Century. It is incredible to think that there was no insulation in either the walls or the roof until 1983. For many years, the Department of Transportation & Public Facilities had studied the Mansion's needs but were forced to stay on the sidelines until such time as a governor would let them in.

The green light came in February of 1983, with the formation of the Governor's House Restoration Advisory Committee. DOT/PF presented their priority list which was gathered from extensive preliminary design work done by both the department and by independent consultants over a period of years. It is fair to say that the renovation's one, brief shining moment was when the Committee had some control over the formation of the plans for the restoration. They wanted to see the house restored in the best way possible, at a reasonable cost to the State. Theirs was a thoughtful plan, not a fast-track approach. They cared about the quality of the work to be done; not who could do it the fastest.

Somewhere along the line, those plans were forgotten.

DOT/PF received its marching orders in April and the word was out that it would be a quick step. The Governor wanted the renovations done as soon as possible. A barrage of memoranda soon surfaced within DOT/PF offering a variety of ways to expedite the process. Departmental policies & procedures for the awarding of contracts were the first casualties in the race to renovate. DOT/PF kept the initial contract amount within legal guidelines, which afforded them more flexibility, along with the opportunity to amend them upward later. If it wasn't sole source contract, it was informal bid; if it wasn't informal bid, it wasn't advertised long enough for many people to respond to it. One thing was for sure - the Attorney General's Office may have said that it was legal; but it certainly wasn't fair.

The Office of the Governor did its part in the renovation effort by offering three contracts, all of them sole source, thereby effectively eliminating other qualified renovationists in the State from offering proposals for what had to be one of the most important renovation projects in recent Alaskan history.

Then came the financial problems. As a result of underestimations, cost overruns, time & material's contracts and a lethal dose of bad planning, the once manageable Mansion project turned into a budgetary nightmare. It didn't help any that the Office of the Governor kept adding to the project scope of work, boosting the costs even higher. The pressure was on.

But what about the working people in the department; those who were on the receiving end of the pressure? They saw their departmental rules bend, break and be discarded. DOT/PF is a massive department, with an equally large morale problem. The Mansion renovation project only added to it, and some very fine people have left, or are leaving as a result of it. The State cannot afford to lose good people anymore. It never should have lost them in the first place.

This investigation came about largely because a lot of working people were being hurt in the crossfire of Mansion politics; both state employees and private citizens. In this particular situation, the legislature is the last and only recourse to ensure that a project such as the recent renovation of the Governor's Mansion, doesn't happen again.

It is not our intent to single out any one individual, or to further berate a department which already suffers from serious morale problems. We hope that the presentation of these problems will be a first step in finding their solutions; and we extend our vote of confidence and our support to the new commissioner in this difficult task.

Background

Work on the Mansion renovation began in May of 1983. The project was originally expected to be completed by September 30, 1983, but as a result of a series of additions to the project scope of work, the time frame was understandably lengthened. For a discussion of the specific alterations in the scope of work, please refer to the Legislative Audit Report, December 29, 1983, pages 11 & 12.

The first complaint arising from contracting procedures used in the awarding of contracts for the Mansion project occurred in July 1983, when the State Ombudsman, Mr. Jack Chenoweth, investigated a complaint which alleged that the execution of the sole source contract to Mr. Jerry Wood, for project management and coordination of the Mansion renovation, was improper. In a memorandum to Jonathan Scribner, then acting deputy commissioner, DOT/PF Southeast Region, dated August 4, 1983, the Ombudsman found that the Jerry Wood contract was improperly entered into, and that the complaint which was received by his office was justified.

The findings of the Ombudsman set off an exchange of memoranda between DOT/PF, which denied any impropriety, though ultimately conceding that the contract could be perceived as a conflict of interest; and the Ombudsman, who remained firm in his position. By the time that Mr. Chenoweth concluded his investigation on December 9, 1983, the Attorney General's Office had entered the dispute by issuing an opinion on November 16th which found no conflict of interest in the award of the Wood contract.

On January 10, 1984, the Attorney General's Office offered an interpretation of AS 36.98.010, which authorizes the state to enter into professional services contracts without going through the competitive bidding process when "the total amount of the contract does not exceed \$25,000." The memorandum stated that:

"...the value of a rental car must be included in determining whether the \$25,000 limit of AS 36.98.010 is reached."

The memorandum continued:

" It is my understanding that in Mr. Wood's contract relating to the Governor's Mansion, it was originally contemplated that the value of a leased car would not be included in determining total value of the contract. After the issue was raised, however, DOT/PF personnel were specifically directed to insure that Mr. Wood's contract did not exceed the sum of \$25,000 including the value of the rental vehicle. [This is a reference to an August 9th DOT/PF memo, instructing the Department to 'take appropriate action to insure that the Wood contract not exceed \$25,000 including extended services and vehicle rental.'] This instruction, it seems to me, served to correct the original misunderstanding. As a result, there was no violation of AS 36.98.010."

The contract was later amended up to a total of \$35,000, which included the car rental in the contract price. Mr. Wood ultimately received a total of \$34,814.25 for his work on the Mansion project. The cost of the rental car was \$3,784.25.

Public concern over the growth of the Mansion renovation project began in October 1983, largely as a result of statewide press reports charging that the cost of the renovation had doubled from \$ 1 million in July 1983 to \$2 million in October, four months later. That would not be the final figure; since the renovation was in full swing at the time the \$2 million price tag was made public.

Along with public concern over the skyrocketing renovation costs came more complaints from businesses about the procedures used by DOT/PF and the Office of the Governor in the awarding of contracts for the project.

Out of eight contracts awarded by DOT/PF for the Mansion renovation, two were sole source contracts; four contracts were let by informal bid. The remaining two contracts were awarded to Harbor Plumbing and Heating of Juneau, who was the sole bidder on the contract for plumbing and electrical work; and Coogan/Capital Construction, J.V. of Juneau, who was the only firm that received their contract for architectural renovation work as a result of a prequalification bid which consisted of five firms responding to the bid.

The Office of the Governor awarded all three of their contracts by sole source to Snowgoose Productions of Juneau, for coordination of the renovation project and the purchase of furniture and decor items for the Mansion.

This lead to the following chronology of events:

- October 18, 1983 - Representative Mitch Abood and Senator Pappy Moss request the Legislative Budget & Audit Committee to investigate the sources of funding & the contracting procedures used in the Mansion project.
- October 24, 1983 - The Budget & Audit Committee orders an audit to be performed.
- October 28, 1983 - DCT/PF requests an internal audit and review of departmental procedures in the awarding of contracts for the project.
- November 2, 1983 - DOT/PF completes their review of the following contracts:

Harbor Plumbing & Heating
Plumbing, Heating, Electrical Renovation
(Construction Contract)
Contract Amount: \$ 1,075,000

Coogan Construction Company
Capital Construction Company (Joint Venture)
Architectural Renovation
(Construction Contract)
Contract Amount: \$ 670,000

Vern Akin & Associates
Mechanical/Electrical Design
(Sole Source Professional Services Contract)
Contract Amount: \$ 60,000

- December 29, 1983 - Division of Legislative Audit releases a Special Report on the Department of Transportation & Public Facilities & the Office of the Governor, on the Governor's Mansion Renovation Project.

The audit addresses the following concerns:

1. The sources of funding used to finance the project;
2. Contracting procedures used to hire individual contractors;
3. Cost overruns and expansion of the project beyond its original scope.

Legislative Audit estimates the renovation cost at \$2.4 million.

° February 14, 1984 - The House Committee on State Affairs begins its investigation of the Mansion renovation and hires Mr. Fred H. Fletcher, a former accounting supervisor at DOT/PF as consultant to the committee. The length of Mr. Fletcher's contract is one month. The contract amount is \$4,000. Mr. Fletcher is to compile financial information and documents pertaining to the renovation project and to trace the sources of funding.

We have provided a copy of the Ombudsman's report, the internal audit which was conducted by the Department of Transportation & Public Facilities and the Legislative Audit special report on the Mansion renovation for your review. Instead of simply retracing information already presented in these reports, we will refer to specific portions of this material in order to make a point or to compare it with new information obtained as a result of this investigation.

Creative Financing & 'Statutory Discretion'

Funding Sources for the Mansion Renovation Project

Sec. 35.10.130. Construction within appropriations and limits imposed by the legislature. Each public work shall be constructed in a completed manner within the appropriation and limits imposed by the legislature. (§ 1 art V title III ch 152 SLA 1957)

Perhaps the easiest way to begin to explain the complicated funding scheme for the renovation project is to draw an analogy to the Parable of the Loaves and the Fishes, which tells how a multitude of people were miraculously fed from a very small quantity of food -- food which was never depleted.

In the beginning, the Mansion renovation project found itself faced with a reasonable, though apparently limited source of funding. The funds were adequate to perform both the major structural work and the cosmetic renovation as originally planned in April 1983, as shown by the cost estimates provided by DOT/PF, Vern Akin & Associates (engineering design), Chase, Inc. and Phyllice Bradner, Snowgoose Productions. However, this was not to be the case for very long.

For a variety of reasons, some of them understandable, many of them irresponsible, the cost of the renovation project soared. DOT/PF was soon faced with a situation for which it was largely unprepared and certainly underfunded. In a perfect bureaucratic world, one way to solve a problem of this kind would be to request additional funds for the project from the legislature through a supplemental appropriation. This was not to be scenario for the renovation of the Governor's Mansion. From the start, the number one priority, consistent throughout the entire life of this project, was expediency.

Unlike his predecessor, this Governor was amenable to the renovation; so long as it was done quickly. The departments listened and understood. The end result would be a project which would cost the State of Alaska an enormous amount of money.

But for every action there is a reaction, and the monetary aftershocks caused by the ever-growing Mansion project soon began to be felt within other funding sources. Because the Mansion needed more money, other projects would ultimately receive less or nothing at all. Legislative intent gave way to "statutory discretion"; and like the Parable of the Loaves and the Fishes, the bread would never run out.

We have attempted to list all of the known funding sources for the renovation project, knowing full well that only in a perfect bureaucratic world would we be certain that we had them all.

DOT/PF and Dept. of Administration Funding Sources:

Three of the original capital project funding sources for the renovation were combined into one DOT/PF project number H79164, under the name: Governor's Mansion Fire Sprinklers. Each of these three funding sources also has what is known as a collocation code, in order to distinguish which expenditures are to be charged to which source.

- 1) Project No. H79164
Collocation code: 24-88-3-647

DOT/PF Appropriation
Total Amount of appropriation: \$500,000
Amount Targeted for Mansion Renovation: \$500,000
Purpose of Appropriation: Remodeling and repairs of the Governor's Mansion.
Amount Spent as of 3/31/84: \$ 43,935.22
Chapter 107/SLA 83, Page 79, Line 16

- 2) Project No. H79164
Collocation code: 24-88-3-581

DOT/PF Appropriation
Total Amount of Appropriation: \$71,000
Amount Targeted for Mansion Renovation: \$71,000
Purpose of Appropriation: This was a capital appropriation for the Governor's Mansion Fire Sprinkler System.
Amount Spent as of 3/31/84:
Chapter 120/SLA 80, Page 93, Line 20

- 3) Project No. H79164
Collocation code: 24-80-6-636

DOT/PF Appropriation
Total Amount of Appropriation: \$5.2 million
Amount Within the Appropriation Originally Targeted for the Mansion: \$185,000

Name of Appropriation: Energy, Life Safety, and Architectural Barrier Improvements

Purpose of Appropriation: To upgrade State facilities to meet energy, life safety, and handicapped access standards.

The \$185,000 allocation for the Governor's Mansion Sprinkler System was one of 37 allocations for projects located in different regions of the State which were listed for funding through the \$5.2 million appropriation. All of these projects come under collocation code 24-80-6-636.

Beginning in April 1983, DOT/PF began to take monies out of specific projects which the Department had intended to fund with this appropriation, and add them to the growing cache of funds comprising the Governor's Mansion Sprinkler System. The following projects had their funding reduced because of the Mansion Project:

- April, 1983 - \$400,000 was taken from project number H79364 (Fairbanks Electrical Retrofit), Fairbanks Court House and parking garage.
- May, 1983 - \$200,000 was taken from project number H79361 (Interior Buildings Retrofit), maintenance shops.
 - \$204,000 was taken from project number H79362 (Interior Shops Energy Retrofit), maintenance shops.
 - \$196,000 was taken from project number H79364 (Fairbanks Electrical Retrofit), Fairbanks Court House and parking garage.
- September 1983 - \$50,000 was taken from project number X30175 (Fire & Life Safety, Southeast Region)
 - Another \$150,000 was taken from project number H79363 (Fairbanks Peger Road Energy Retrofit), DOT/PF building complex on Peger Road, Fairbanks.

As a result of the pooling of funds from these projects, the Governor's Mansion Fire Sprinkler System account which began as a \$185,000 allocation in December 1981, ballooned to \$1,385,000 by September 1983.

What effect did the over-expenditure on the Mansion Sprinkler System have on the remaining projects which were still to be funded through collocation code 24-80-6-636?

The balance of funds needed to complete all of the following projects is \$526,152.77. However, due to the over-expenditure on the Governor's Mansion Fire Sprinkler System, there is only \$142,379.34 left within this collocation code; which means that there is a shortfall of \$ -383,773.43 in funding these projects alone.

Among these 36 projects which come under the Fire, Life Safety & Handicapped Access appropriation, the following projects have barely, or have not yet even commenced work as a result of the over-expenditure:

- Eagle River Life Safety System, # H60096
Authorized Funding: \$ 70,000
Expenditure: \$ 1,103.10
Needed to Complete Project: \$ 68,896.90
- Juneau Support Fire Code MOD, # H79665
Authorized Funding: \$34,665
Needed to Complete: \$ 34,665 (work has not begun on this project)
- Fairbanks Airport Sand Storage, # H79357
Authorized Funding: \$ 52,542.06
To Complete: \$ 52,542.06 (work has not begun on this project)
- Nome Heavy Equipment Shop Re-Roof, # X20004
Authorized Funding: \$ 100,000
To Complete: \$100,000 (work has not begun on this project)
- Ernestine Shop Roof Insulation, # X20005
Authorized Funding: \$12,000
To Complete: \$12,000 (work has not begun on this project)
- Thompson Pass Shop Building Insulation, # X20006
Authorized Funding: \$7,300
To Complete: \$7,300 (work has not begun on this project)
- Interior Shops Retrofits M & O, X20236
Authorized Funding: \$ 177,910.66
To Complete: \$118,883.47
- Healy Shop Oil Heat Conversion, X20237
Authorized Funding: \$125,000
To Complete: \$ 117,732.34
- Interior Buildings Energy Retrofit, # H79361
Authorized Funding: \$ 9,133
To Complete: \$ 9,133 (work has not begun on this project)

Paint

Used by materials lab personnel when performing test series 900. Supplies are included.

In March 1984, DOT/PF transferred another \$19,583.32 to the Office of the Governor through two adjustment vouchers (AVs), for communication equipment for the Mansion. As of 4/19/84, all of the expenditures made by DOT/PF out of this funding source have gone to the Office of the Governor. No monies have gone directly into the renovation project itself.

- 5) Project X30173
 Collo code: 24-88-3-505
 \$91,000
 DOT/PF Appropriation

Purpose of Appropriation: Southeast Region Heating & Ventilation (Maintenance & Operations).

In March 1984, \$12,814.73 was transferred out of the over-expended collo code 24-80-6-636 and charged to this project, thus reducing the amount left in this appropriation. The balance left as of 3/31/84 is \$3,577.57.

- 6) DOT/PF Facilities Payroll
 Project No. H79164
 Collo code: 25-87-3-779
 Amount Spent as of 4/8/84: \$67,459.87

This is an operating budget account used to charge DOT/PF personal services to project number H79164. Whereas all vendor and contractor payments are charged to the first three capital budget accounts for project H79164, all DOT/PF employee time, with the exception of Maintenance & Operations is charged under this account.

- 7) Overhead Account N73774
 Collo code: 25-87-3-779
 Amount Spent as of 3/31/84: \$40,472.64

On November 7, 1983, DOT/PF set up an overhead account which took \$40,472.64 in personal services costs out of project H79164 and transferred them instead to the Southeast Region Design & Construction operating account N73774.

8) Account N73774
Collo code: 25-87-3-779
Amount Spent as of 3/31/84: \$17,480.21

With the cost of the Mansion renovation continuing to escalate and in order to assure the availability of Capital Improvement Project funding, a decision was made by the Department of Transportation & Public Facilities to charge personal services costs related to the Mansion renovation to Project Account N73774.

Account Number N73774 is an Operating Budget account restricted for use by CIP (capital improvement project) personnel for payroll-related charges. Out of approximately 1,000 activity codes used by the Department to define the purpose of specific expenditures, the financial management system will reject all but four activity codes charged to N73774. They are:

689 General Administration

All costs related to administration, not specifically detailed elsewhere, by supervisors, foremen, and district and headquarters personnel.

690 Annual Leave

691 Sick Leave

692 Holiday Leave

By October 15, 1983 supervisory personnel from DOT/PF began to charge their work on the Mansion to N73774. The Design Manager for Mansion Renovation Project H79164, charged 360 manhours from October 15, 1983 to February 1984 to N73774 instead of to his own Project H79164. Since the activity codes which he used were incompatible with the N73774 account, the charges were rejected by the DOT/PF Financial Management System and were relegated to the limbo of the error register, where they were found and corrected in March 1984.

9) Project No. T93030
DOT/PF Maintenance & Operations (M&O)
Southeast Region
Collo code: 25-86-3-214

This is an operating Account. During 1983, in the months prior to Maintenance & Operations' work on the Mansion renovation (January through October), monthly costs for personal services averaged about \$5,525 per month.

When the contractors left the Mansion site on November 4th and M & O assumed the responsibility for the completion of the project, the cost for personal services for the peak months of November, December and January totalled \$114,093.61. This averages out to \$38,031.20 per month, during the height of M & O's work in completing items left by the contractors. Considerable charges were also made in February, \$11,623.55 and March, \$10,113.80.

In addition to charges for personal services, expenditures were registered for materials: (\$11,392.86 for the period 11/83 - 1/84 ; \$2,041.97 in February and \$1,070.34 in March).

Equipment charges for the period 11/83 - 1/84 came to \$3,981.86; and \$337.39 was expended in the week of March 8th, 1984.

We will take an in-depth look at the involvement of Maintenance & Operations' personnel in the Mansion renovation project later in this report. For now we will simply state that the true extent of the cost of M & O was never revealed to the Legislative Audit Division and these charges continue to be grossly underreported by DOT/PF.

10) Facility CIP Direct
DOT/PF
Collocation code: 24-87-035

This is a clearing account. Expenditures charged to this account will eventually go to a project by way of an adjustment voucher (AV). This is accomplished by transferring expenditures out of this collo code into one of the DOT/PF capital project collo codes for H79164, the Mansion project.

A total of \$13,002.16 in expenditures for the Governor's Mansion were in this clearing account at one time. These charges have since been transferred to other codes.

The Office of the Governor

Funding Sources

The Office of the Governor used three funding sources for expenditures for three contract payments for Phyllice Bradner, renovation coordinator, and for the purchase of furniture, decor items and communications equipment for the Mansion.

1) Mansion Renovation (RSA)
(reimbursable services agreement)
collo code: 01-91-1-125

First, the Department of Administration transferred \$305,000 to DOT/PF; then DOT/PF transferred \$117,000 to the Office of the Governor for the purchase of furniture and decor items for the Mansion. DOT/PF transferred another \$19,583.32 to the Office of the Governor for communications equipment.

- 2) Executive Office
Office of the Governor
Governor's Mansion Operating Account
collo code: 01-91-1-139

Expenditures charges to this code include a \$4,998.67 contract payment to Phyllice Bradner, Snowgoose Productions, for her first contract as Coordinator of the Restoration Advisory Committee; and additional charges for Mansion items.

- 3) Office of the Governor
Contingency Fund
collo code: 01-91-1-810

This includes the second contract for the cost-estimate study of the renovation by Phyllice Bradner, Snowgoose Productions.
Amount: \$13,985.07

Third contract for supervision and coordination of the Mansion renovation to Phyllice Bradner. Amount: \$45,000.

Payment of \$105,000 for furniture; decor items; other expenses and profit to Phyllice Bradner.

The Involvement of DOT/PF Maintenance & Operations Personnel in the Mansion Renovation

On November 4, 1983, Coogan/Capital Construction (architectural renovation work) and Harbor Plumbing & Heating (plumbing, heating & electrical renovation), the prime contractors on the Mansion renovation, were notified by DOT/PF to stop all construction activity and to remove all tools and materials from the Governor's Mansion (Documents #1 & #2)

Harbor was instructed to continue the electrical contractor's work on the fire/intrusion alarm system or other electrical to electronic systems. Their contract was not closed at this time in order to complete their finish work on the heating system and its controls.

The Coogan Construction contract also was not closed at this time because of the carpet installation which still needed to be completed in the first floor conservatory. Coogan was told that both the carpet work and the conservatory work must be completed by November 9, 1983. (Document #2)

The Role of Maintenance & Operations (M&O)

Before discussing the role of M&O on the Mansion project, it is important to understand what the actual departmental responsibilities of M&O are. The written definition given to this Committee by the DOT/PF states their duties as:

"Maintenance' is the process of keeping a building's structure (foundation, walls, floors, roof, windows, and interior finished surfaces), mechanical and electrical plant (heating, ventilating, and air-conditioning equipment and fixtures) and grounds in a condition approaching their original state at the completion of construction." [emphasis added].

"Operations' is an inclusive term covering the furnishing of necessary services, including cleaning (custodial) service, water supply, sewage disposal, trash removal, electricity and heat, to support an environment conducive to transaction of business, or to support another function for which the facility is intended."

Beginning in the first week of November, M&O personnel began to play a crucial role in the renovation project. When the contractors left the site on November 4th, state employees from Maintenance & Operations were faced with completing numerous items on a detailed 'punchlist' from DOT/PF Design & Construction, which listed the remaining work to be done on a room-by-room basis, along with a breakdown of the manhours expected for completion. (Document #3, October 27, 1983, 9 pages).

An example of the work which was left to be completed by M&O was the first floor conservatory. In the stop work memo of November 4th, Cogan Construction was told that the conservatory work must be finished by November 9th. The following work still remained to be completed in that room on the October 27th punchlist:

Conservatory

- | | |
|-------------------------------|--|
| A. Install wet bar | 6 manhours/plumber |
| B. Install heat fintube | 4 manhours/plumber - fintube
to arrive |
| C. Install light fixtures | 2 manhours/electrician |
| D. Install fintube casework | 40 manhours/carpenter - fintube
16 manhours/carpenter to arrive |
| E. Install new doorlocks | 4 manhours/carpenter |
| F. Install floor & wall grill | 2 manhours/carpenter - grills to
arrive |

(Note: fintube is used in the baseboard radiators for hot water heating.)

These same conservatory items also appear on a November 2nd punchlist, naming Coogan Construction for the responsibility for their completion. (Document # 4, 7 pages).

The same items appear again on the November 17th punchlist, but by this time, the responsibility for completion has shifted away from Coogan Construction and onto Maintenance & Operations. (Document # 5, 8 pages).

In a memorandum dated November 16, 1983, which is one of a series of daily progress updates to Governor Sheffield from Jonathan Scribner, Deputy Commissioner, DOT/PF Southeast Region, (Document #6, 9 pgs).

Mr. Scribner states that:

"The activities have been identified by on-site Design & Construction, and the estimated completion duties assigned by on-site Design & Construction and Maintenance & Operations personnel."

and that:

"Work hours have been extended to 10 hours per day, Monday through Friday, and 8 hours per day on Saturday to meet the completion dates shown."

"The summary will be updated daily and transmitted to you for review."

By December 2, 1983 (Document #7, 3 pages), Mr. Scribner assured the Governor that the Mansion renovation work was substantially completed, "with the remaining activities impeded by material deliveries." He went on to say that:

"The work identified as remaining will be completed on an ongoing basis by Southeast Region Maintenance & Operations as material deliveries permit."

In a December 7th memorandum to Jonathan Scribner, David Waldron, Director of Maintenance & Operations, Southeast Region, provides a breakdown of M&O time and costs associated with the Mansion renovation. (Document #8, 7 pages).

He stated that:

"For the period November 1 through December 5, 1983, M&O personal services costs for the Governor's Mansion renovation project total \$27,683.22. This figure includes time spent on completing specific items on the various building D&C (Design & Construction) punchlists given us."

"Other personal services charged to the Governor's Mansion during the period October 24 through December 5, 1983 total \$22,193.11. This encompasses work considered as normal maintenance (window washing, moving furniture, cleanup, and other work not directly connected with the completion of the construction project.)"

"We do not have a final cost for materials purchased by M&O for the Mansion since October 24, but the total should not exceed \$3,500.00."

Attached to this memorandum was a breakdown of hours worked by Maintenance & Operations employees for the above mentioned weeks, separating "construction" costs from "maintenance" charges. The auditors from Legislative Budget & Audit used Waldron's figures in their Special Report on the Governor's Mansion renovation project.

Legislative Budget & Audit Findings

The auditors believed that all costs associated with the Mansion renovation should be charged to DOT/PF Project Number H79164 and recorded in the accounting records accordingly, and that no other Project Number(s) should have been used to reflect renovation expenditures. The auditor's also found that the costs incurred by Maintenance & Operations were due to the Mansion renovation and were not a result of general maintenance; and that DOT/PF should not have charged these expenses to T93030, but to H79164. (Document #9)

The audit report listed the costs incurred for personal services by Maintenance & Operations on the Mansion renovation as \$27,683 (the figure used in Dave Waldron's memo dated December 7, 1983. In addition, the audit report estimated another \$7,382 for Maintenance & Operations' personal services as a final cost for the completion of the project, since the final figures were not available at the writing of the audit.

The audit report added the costs for Maintenance & Operations to their \$2.4 million figure for the cost of the Mansion renovation.

DOT/PF Response to the LB & A Audit Report Findings on M & O

In his January 25, 1984 response to the auditor's findings (Document # 10), Jonathan Scribner, Deputy Commissioner DOT/PF stated the following:

"We (DOT/PF) strongly disagree with the suggestion to transfer Maintenance & Operations costs to the project. These costs were incurred at the very end of the job. [emphasis added]. As you know our Maintenance & Operations staff has had a continuing responsibility for upkeep on the Governor's Mansion for as long as anyone can recall. The Maintenance & Operations work was closely in line with this responsibility."

Committee Findings

In compiling data for this report, we used the raw figures taken from DOT/PF timesheets and transaction registers showing all expenditures for the Governor's Mansion (Project No's. H79164 & T93030). In order to provide a fair assessment of routine maintenance and operations for the Governor's Mansion before the renovation, we will also provide a breakdown of the 10-month period M & O costs beginning on January 1, 1983.

It is our belief that the actual cost of Maintenance & Operations' involvement on the Mansion renovation was grossly understated by the Department of Transportation & Public Facilities, and that work on the Mansion continued well beyond the December completion date stated by DOT/PF.

Why did DOT/PF pull the prime contractors and subcontractors off the Mansion renovation project on November 4th? This is a most important question, since the escalation of Maintenance & Operations' role in the Mansion renovation was dependant upon the decision to do so. We know from the various punchlists that necessary materials such as carpeting, grills and plumbing materials had not yet arrived on the Mansion site.

We also know from the stop work memoranda to Coogan Construction and Harbor Plumbing (Documents 1 & 2), that although the department was ordering them off the job on November 4th, their work was not sufficiently complete at that time to allow DOT/PF to close their respective contracts.

Whether or not this was an arbitrary decision based in part on bad press generated by the mounting costs of the renovation and the subsequent investigation by Legislative Budget & Audit, we cannot say. However, we can illustrate in detail the effects of that decision on Maintenance & Operations.

Explanation of Charts

The following charts were prepared from a computer run of all transactions for the Governor's Mansion, January 1981 to Present (3/31/84) from the Department of Transportation & Public Facilities.

Chart Number 1 - Funding Sources for the Mansion Renovation

It might be helpful at this time to provide the Committee with an explanation of the project numbers which are used to distinguish the Mansion renovation project from the building number used by M&O to identify the Mansion.

The only project number which should have been used by DOT/PF in their charges for contracts, state employee work, materials and equipment relating to the Mansion renovation is H79164, the project name for the Governor's Mansion Fire Sprinkler System.

For purposes of routine maintenance & operations, all State of Alaska buildings are assigned a "T" number by M&O to identify a particular building for the collection of non-federal aid project costs for building maintenance and repairs. For example: the project number used by M&O to identify the Capitol Building is T93023; the State Office Building in Juneau is T93024.

The "T" project number for the Governor's Mansion is T93030. All M&O employee time, as well as materials and equipment used by Maintenance & Operations within the departmental collection of normal building maintenance and repair relating to the Mansion should be charged to T93030.

Chart Number 2 - Project No. H79164 for Personal Services

This chart shows the monthly breakdown of DOT/PF Capital Improvement Project personnel costs incurred as a result of the Governor's Mansion Renovation, Project Number H79164. There are no Maintenance & Operations' employees on this chart.

As can be seen, charges for personal services begin to rise in May 1983, which was the onset of the present renovation project; and drop off in October and November. This is in line with the major contract work which took place in the Mansion in the months between June and October of 1983.

Chart Number 3 - Project No. H79164 - Hours Worked

Monthly breakdown by hours worked by DOT/PF Capital Improvement personnel.

Chart Number 4 - Project No. T93030: Maintenance & Operations' Costs for Personal Services

Chart Number 4 illustrates M & O employee costs for personal services relating to maintenance and operations of the Governor's Mansion from January 1983 to March 1984.

Keeping in mind the exodus of the contractor's on November 4th, 1983, we are able to see in graphic detail, the extent of the involvement of M & O in the Mansion renovation. It is also interesting to note the amount of activity which took place after the early December completion date given by DOT/PF.

(Since charges to a project take approximately one month to appear on a transaction register, we do not have a register for the month of April 1984.)

The breakdown of Maintenance & Operations' costs for personal services based on the monthly charges to T93030 are:

Pre-Renovation
1983

January	\$ 6,679.14
February	\$ 7,162.13
March	\$ 4,640.49
April	\$ 11,398.25
<hr/>	
TOTAL	\$ 29,880.01

During
Renovation
(Contractor's
on Site)

May	\$ 3,963.32
June	\$ 5,828.91
July	\$ 3,502.47
August	\$ 3,958.91
September	\$ 3,693.39
October	\$ 4,423.40
<hr/>	
TOTAL	\$ 25,370.40

Contractor's
Leave Work
Site

November	\$ 67,593.09
December	\$ 31,960.78
January '84	\$ 14,539.14
February '84	\$ 11,623.55
March '84	\$ 10,113.80
<hr/>	
TOTAL	\$135,830.96

Chart Number 5 - Project No. T93030 - Hours Worked

Chart Number 6 - Maintenance & Operations: Expenditures for Materials

The cost of materials purchased by M & O employees for the Governor's Mansion from the period January 1, 1983 to March 31, 1984.

Chart Number 7 - Maintenance & Operations: Equipment Charges

Chart Number 7 is a breakdown of equipment charged to the Governor's Mansion by Maintenance & Operations for the period January 1981 to March 8, 1984. Equipment is charged to a project by vehicle number, mileage, rental rate and number of hours used on the job. Individual vehicle numbers which appear on the transaction register for November 1984 to March 8, 1984 are:

V23769	'79 Ford, 3/4 ton truck.
V23770	'79 Ford, 3/4 ton truck
V24488	'80 Dodge, 1/2 ton truck
V24950	'80 Dodge, 3/4 ton truck
V25094	'81 Chevy, 1/2 ton truck
V25411	'81 Dodge, 3/4 ton truck
V26528	'83 IHC, 1/2 ton, 4x2 truck boom
V25095	'81 Chevy, 1/2 ton truck

BREAKDOWN BY ACTIVITY CODES

Activity Codes are three digit numbers which are written on timesheets and on transaction registers to answer the question: What is an employee doing? All expenditures which appear on a transaction register or project cost summary are defined by activity codes. These codes are intended to define the charges to a project as finitely as possible.

The following charts illustrate expenditures by activity code for Maintenance & Operation personal services, materials and equipment for the period November 1983 to March 31, 1984 for the Governor's Mansion:

Chart No. 8 : Activity Code 561 - Dollars

Activity code 561 is defined as:

General Maintenance and Repair

All costs from routine building repairs - roofs, doors, windows, foundation, floors, ceilings and painting inside and out.

Chart No. 9 : Activity Code 561 - Hours Worked

Note: There are 37.5 hours in a week.

Chart No. 10 : Activity Code 563 - Dollars

Electrical

All costs from electrical repairs including wiring, compressors, fans, blowers, generators, etc.

Chart No. 11 : Activity Code 563 - Hours Worked

Chart No. 12 : Activity Code 564 - Dollars

Heating & Ventilation

All repairs to heating systems, boilers, ventilators, furnaces, etc.

Chart No. 13 : Activity Code 564 - Hours Worked

Chart No. 14 : Activity Code 565 - Dollars

Plumbing

All costs to repair plumbing, including the water supply, sewage, septic tanks, etc. [These costs do not include \$1,080,000 paid to Harbor Plumbing & Heating on contract, or the \$20,000 incentive bonus paid to them].

Chart No. 15 : Activity Code 565 - Hours Worked

Chart No. 16 : Activity Code 566 - Dollars

Painting

All painting of buildings inside and out.

Chart No. 17: Activity Code 566 - Hours Worked

Chart No. 18 : Activity Code 570 - Dollars

Miscellaneous: M & O

All costs from maintenance, repair and minor construction activity on buildings or facilities which do not fit activity codes 561-565.

Chart No. 19 Activity Code 570 - Hours Worked

Chart No. 20 : Activity Code 579 - Dollars

Chart No. 21 : Activity Code 579 - Hours Worked

Although considerable personal services charges are made to activity code 579 there is no description of this code in the latest updated activity code listing of July 1983. (Attachment 'A')

November 1983	\$2,813.37
December 1983	\$6,330.13
January 1984	\$1,834.80
February 1984	\$1,605.45
March 1984	\$1,314.94
TOTAL for #579	<u>\$13,898.69</u>

We asked the Department of Transportation & Public Facilities to provide the Committee with the definition of activity code 579, along with the xeroxed page as it appears on the listing. In response to our enquiry, we received a memorandum (Document 11) defining the code as:

LANDSCAPING

All costs associated with grounds maintenance at State buildings and facilities on lawns, plantings, trees and shrubs.

We were not supplied with a xerox of the page on which this definition appeared, and could find no evidence that the definition existed apart from the memo we received. We also could find no evidence that the activity code listing had been updated since July 1983, but were aware of 14 activities which had been updated on November 8, 1983. (Document 13) Activity code 579 was not among those updated. The only evidence we could find of activity code 579, was from the DOT/PF Financial Management System Project Titles File dated July 7, 1981 (Document 14) which listed the title for activity code 579 as:

VEGETATION

It is interesting to note that these expenditures were first charged to a code which had no description; and when it was finally given one, we are led to believe that thousands of dollars were spent on vegetation in the middle of winter.

DISCREPANCIES BETWEEN DOT/PF COSTS FOR M & O AND COMMITTEE FINDINGS

Before explaining the differences between what DOT/PF told Legislative Budget & Audit and what this Committee investigation has found, it would be helpful to review several of the documents mentioned earlier in this report.

Document No. 7, the memorandum from Dave Walron, Maintenance & Operations to Jonathan Scribner dated December 7, 1983, stated that personal services costs for the Mansion renovation totaled \$27,683.22 for the period November 1 through December 5, 1983. In addition, charges for work considered as normal maintenance on the Mansion by M & O personnel for the period October 24 through December 5, 1983 were said to total \$22,193.11.

These figures in no way resemble the charges which we have taken directly from the transaction registers. Personal services costs for the month of November 1983 alone totalled \$67,593.69 on the register.

On February 28, 1984, we asked Mr. Waldron to provide the Committee with information pertaining to several questions on the Mansion Renovation project. In his response (Document No.15) to our question on Maintenance & Operations' involvement on the Mansion he stated that:

" During the period October 24 through December 5, 1983, approximately 57% of the work performed at the Mansion by M & O personnel was associated with the renovation, and the remainder was maintenance. All direct costs for both categories of work were charged to project number T93030. From December 5, 1983 to date, approximately 15% of the work at the Mansion was attributable to cleanup of remaining punch list items."

Mr. Waldron went on to confirm that Maintenance & Operations personnel performed the work on the October 27th punchlist.

" Work performed to date by Southeastern Region M & O personnel is itemized on the October 27, 1983 punch list, (Document No.) together with various minor mechanical items that were identified on a subsequent inspection. All remaining work is identified on the enclosed list dated February 29, 1984. Most items should be complete by March 9, 1984."

In Document No.10, Mr. Scribner disagreed with the auditors who believed that M & O costs were directly related to the renovation and maintained that these services were in line with M & O's general responsibility for Mansion upkeep.

And yet, in Document No. 6, dated November 16, 1983, Mr. Scribner contradicts himself by telling the Governor that:

"Work hours have been extended to 10 hours per day, Monday through Friday, and 8 hours per day on Saturday..."

These hours were extended due to the completion of remaining items on the punchlists which were not finished by the contractors before November 4th, when DOT/PF ordered them off the project.

By December 12, 1983, another element was added to Maintenance & Operations role in the renovation, through a memorandum of understanding from Don Dieckmeyer, Director, S.E. Region Design & Construction to Jonathan Scribner (Document No.16) :

" On November 21, 1983, you and I discussed that henceforth all charges (including those incurred by the prime contractors) should be diverted to Maintenance & Operation accounts.

I communicated this information to Tom Metlicka (Project Manager) and we agreed that upon receipt of future prime contractor billings the invoices will be coded to comply with the time and account parameters.

I see no need at this time to change prime contractor interface relationships or invoicing procedures to accomodate charges that can be addressed internally.

By copy of this memo to T. Metlicka and R. Stewart it is reiterated that all prime contractor charges subsequent to November 20, 1983 are to be diverted to Maintenance & Operations."

In a memorandum from Tom Metlicka to Mr. Dieckmeyer dated December 16, 1983 (Document No.17), a list of all State Maintenance personnel is provided "as per the requirements of Alaska Statute, Chapter 15 (Construction Procedures), Section 35.15.010, Paragraph (a) ..."

The Statute which is mentioned in the memorandum reads:

" Sec. 35.15.010. Construction by Department. (a) Except as provided in AS 36.98 and AS 44.33.300, it shall be the general policy of the department to require the construction of all public works under bid contract. However, when the estimated cost of a construction project is less than \$100,000, or when it appears to be in the best interests of the state, the department may perform the work, notwithstanding any other provisions of law. A complete record shall be kept by the commissioner or the commissioner's designee of all transactions entered into under this section including names of employees involved in the transactions."

A memorandum from Tom Metlicka to Don Dieckmeyer dated January 6, 1984 (Document No.18), provides a funding breakdown of Project No. H79164 as of January 6, 1984. The memorandum states in part:

- " The status breakdown of December 14, 1983 indicated a balance of \$63,388.00. In reviewing the report an error of \$20,000.00 was discovered in the Harbor Plumbing column. This would only leave \$43,388.00 for the "Balance of Funding."
- " After reviewing the latest Pay Estimates for Coogan/ Capitol and Harbor Plumbing and discussions with both firms it is apparent that an additional \$38,557.00 will be required to finalize the project."
- " If our office transfers all labor cost incurred since Maintenance & Operations takeover per your memo dated December 12, 1983, I estimate approximately \$10,000.00 would be added to the \$4,721.00 shown on the January report attached."

On February 14, 1984 a memorandum from Tom Metlicka to Dave Waldron, Director of Maintenance & Operations, S.E. Region lists: (Document No. 19)

" all the cost(s) incurred subsequent to the November 20, 1983 date mentioned in Don Dieckmeyer's memo dated December 12, 1983."

These are the pay estimates for Coogan/Capitol Construction and Harbor Plumbing and Heating. Mr. Metlicka goes on to say:

" Please take the necessary steps to transfer funding, in the Amount of \$26,921.69, to collocation code number 24-88-3-835 - R30033."

Project Number R30033 is the \$350,000 which was transferred by RSA from the Dept. of Administration to the Governor's Mansion Renovation project. DOT/PF subsequently transferred \$117,000 of these funds to the Office of the Governor for the acquisition of furniture, rugs and other decor items for the Mansion per Snow Goose Productions.

On February 2, 1984, a memorandum from Tom Metlicka to Thomas Freeman, Group Construction Chief, Construction Section DOT/PF, again attaches the December 12th memo from Don Dieckmeyer to Jon Scribner which mentions that: (Document No. 20)

" ...charges after November 20, 1983 be diverted to Maintenance & Operations."

He goes on to request that these charges be broken out of the invoices and transferred to M & O.

Another financial status for the Governor's Mansion Renovation project number H79164 was written by Mr. Metlicka on February 14, 1984 (Document No.21). Both Coogan/Capitol Construction and Harbor Plumbing's contract amounts have been reduced from the January 6th financial status report, while an estimate of \$6,000 has been included for artwork. The balance of funds for this report is \$52,069.00.

On February 11, 1984, a report of the inspection of the mechanical work for the Governor's Mansion, Project No. H79164 was submitted to the Department of Transportation & Public Facilities (Document No.22). The four-page report stated that:

" An inspection of the mechanical work was made by Gregory Penn of Vernon Akin and Associates on January 17 and 18, 1984, and by Vernon Akin on February 9 and 19, 1984. The following work was not completed or was incorrect:"

The report lists 51 items which were either incomplete or incorrect. Among them are:

15024 The thermal overload heaters are too large for EF-1, EF-2, and the unit heater in the garage. The thermal overload heaters for the two motors on the air compressor are too small. Because of lack of the nameplate data specified as required under section 15031, the size of the thermal overload heaters were not checked for the humidifier, EF-3, EF-4, EF-5, ceiling toilet exhaust fan in Bath 10.

15031 Valve directory not received or approved, so valve tagging could not be checked. No operating or maintenance data received. Binders not received. Mounting frame not installed for valve directory. No O & M manual holder installed. The nameplate data must be received so that the equipment can be checked.

15036 Much refuse left above the ceilings of the closets between the kitchen and the main hall Rm. 32.

15251 Insulation is not run continuous through the wall above the ceiling of the kitchen from the closet adjacent.

15817 Face grille on the fan is not secured at one corner. It appears that the unit is not the one specified.

15901 The automatic control drawings were not approved. It appears that the modifications marked on the drawings were not accomplished. Revised drawings required.

Summary of Findings

The research and review of information and documents given to this Committee shows:

1. The cost of the Mansion renovation to be \$2.7 million.
2. The DOT/PF decision to remove the contractors from the work site on November 4, 1983, added considerably to the cost of the project.
3. The participation by DOT/PF personnel from Maintenance & Operations is much more extensive than the Department would indicate.
4. When the contractors left their work at the Mansion, a steady stream of M & O employees and equipment spent several months of considerable regular and overtime hours working at the Mansion. The DOT/PF activity and object codes which describe the work of these employees would lead a reasonable person to believe that this was the same work for which the contractors were paid.
5. That DOT/PF subsequently paid a total of \$35,000 in incentive bonuses to Harbor Plumbing and Coogan Construction, the same contractors who were told to leave the Mansion site on November 4, 1983.

CHARGE AND DOCUMENTS

November 2, 1983

RE: Governor's Mansion
Renovations
Project No. H-79164
220E

Harbor Plumbing & Heating
P. O. Box 2117
Juneau, Alaska 99803

Attn: James White

Gentlemen:

As of 5:00 P.M. November 4, 1983 your construction activity in the Governor's Mansion (State project number H-79164) must stop and tools and materials be removed from the premises. The only exception shall be the electrical contractors work on the fire/intrusion alarm system or other electrical or electronic systems as directed by myself.

Your contract will not be closed at this time because finish work will be required to complete the heating system and its controls. The time frame for this work will be coordinated with the Governor thru this office and your direction will again come from me.

If you have any questions concerning this action, please contact me at 364-4314.

Very truly yours,



W. I. DeBoff, P. E.
Buildings Chief

WID:ma

November 2, 1983

RE: Governor's Mansion
Renovations
Project No. H-79164
220E

Coogan Construction
P. O. Box 209
Juneau, Alaska 99802

Attn: Wayne Coogan

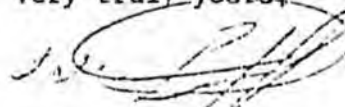
Gentlemen:

As of 5:00 P.M. November 4, 1983 your construction activity in the Governor's Mansion State project number H-79164 must stop and tools and materials removed from the premises. The only exceptions shall be the carpet installation work and the work that must be accomplished in the room called the Conservatory. The carpet work and the conservatory work must be completed by November 9, 1983.

Your contract will not be closed at this time because finish work may be required to complete the project. The time frame for this work will be coordinated with the Governor thru this office and your direction to perform additional work will again come from me.

If you have any question concerning this action, please contact me at 364-4314.

Very truly yours,



W. I. DeZoff, P. E.
Buildings Chief

WID:ma

GOVERNOR'S MANSION RENOVATIONS
ITEMS TO BE COMPLETED

October 27, 1983

BASEMENT

<u>ITEM</u>	<u>MANHOURS</u>	<u>COMMENTS</u>
I Sauna		
A. Finish Cedar installation -	16 C/MH	
B. Install seats & floor grating-	8 C/MH	
C. Complete trim work -	8 C/MH	
D. Install sauna heater -	12 E/MH	
E. Paint & stain -	16 PA/MH	
II Sauna Restroom		
A. Complete plastering & taping -	8 PLA/MH	
B. Paint walls, floor & ceiling -	8 PA/MH	
C. Complete trim work -	4 C/MH	
III Ventilation Unit Area		
A. Install sheetrock & plaster local areas -	16 PLA/MH	
B. Paint & clean up floor & paint -	16 PL/MH	
C. Complete electrical work -	12 E/MH	
D. Complete plumbing -	24 PL/MH	
IV Garage		
A. Complete fire taping -	16 PLA/MH 16 PA/MH	
B. Complete electrical finish work -	4 E/MH	
C. Clean-up -	4 C/MH	
V Boiler Room		
A. Clean-up -	8 L/MH	
B. Paint wall & ceiling -	16 PA/MH	
C. Complete electrical work -	8 E/MH	
VI Hallway to Bath		
A. Install trim -	16 C/MH	
B. Install light fixtures & electrical trim -	2 E/MH	
C. Paint walls & ceiling -	16 PA/MH	

EXHIBIT (Cont'd)

<u>ITEM</u>	<u>HOURS</u>	<u>COMMENTS</u>
VII Basement Bath		
A. Install trim on windows & doors -	8 C/MH	
E. Complete fixture installation	-2 PL/MH	
C. Install light fixtures & trim out electrical -	4 E/MH	
D. Paint walls & ceiling -	16 PA/MH	
VIII Maids Room		
A. Texture walls -	4 PA/MH	
B. Install convector	8 PL/MH	
C. Install trim on doors, windows & closets -	54 C/MH	
D. Install light fixtures & outlet trim -	3 E/MH	
E. Install carpet -	8 CL/MH	
F. Paint walls & ceiling -	16 PA/MH	
IX Hallway		
A. Install wainscot -	48 C/MH	
B. Texture walls -	8 PA/MH	
C. Paint walls & ceiling -	48 PA/MH	
D. Install convector -	8 PL/MH	
E. Install light fixtures & trim out electrical -	8 E/MH	
F. Repair floor & install carpet	-8 C/MH	
	16 CL/MH	
G. Install handrail on stairs -	32 C/MH	
H. Reinstall door to laundry area -	24 C/MH	
I. Install door on closet under stairs -	32 C/MH	
X Laundry		
A. Complete plumbing -	8 PL/MH	
B. Complete electrical -	16 E/MH	
C. Install floor vinyl -	16 CL/MH	
D. Install ceiling grill -	1 C/MH	
E. Install windows & louvers in partition to wall to hallway	-24 C/MH	
F. Paint walls & ceiling -	24 PA/MH	

BASMENT (Cont'd)

<u>ITEM</u>	<u>MANHOURS</u>	<u>COMMENTS</u>
XI Store Room		
A. Complete fire taping -	8 PA/MH	
B. Paint walls & ceiling -	16 PA/MH	
C. Install door, lock & hardware-	6 C/MH	
D. Install flow arrows on pipe -	1 PL/MH	
E. Complete electrical -	8 E/MH	
F. Complete clean-up -	4 L/MH	
XIII Recreation Room		
A. Install wallpaper -	64 PA/MH	
B. Install crown molding & picture rail -	32 C/MH	
C. Install locks & trim doors -	16 C/MH	
D. Install trim at tub -	16 C/MH	
E. Paint ceiling trim & fireplace -	48 PA/MH	
F. Clean-up wine closet -	4 L/MH	
G. Install wall grill -	1 C/MH	
H. Install wet bar -	8 PL/MH	
I. Install light fixtures & electrical trim -	8 E/MH	

LEGEND WITH TOTAL MAN HOURS PER TRADE FOR BASEMENT

C - Carpenter	= 368
E - Electrician	= 85
PA - Painter	= 324
PL - Plumber	= 81
CL - Carpet Layer	= 40
L - Labor	= 16
TS - Tile Setter	= 0
SM - Sheetmetal Man	= 0
PLA - Plaster	= 40
MH - Manhours	= 0

ITEMS TO BE COMPLETED

October 27, 1983

FIRST FLOOR

<u>ITEM</u>	<u>MANHOOURS</u>	<u>COMMENTS</u>
I Front Entry		
A. Install wainscot, clothing poles & trim in closet -	32 C/MH	
B. Install light fixtures -	4 E/MH	
C. Install convector -	12 PL/MH	
D. Complete Staining of fireplace hearth -	3 PA/MH	
E. Install & complete door bell, security alarm, ket switch & intercom -	8 E/MH	
II Ballroom		
A. Install wood floor grill -	2 C/MH	Brass frames to arrive 11/1/83
B. Complete painting of fireplace -	16 PA/MH	
C. Complete window seat -	8 C/MH	Brass grills to arrive 11/7/83
D. Install light fixtures -	4 E/MH	
E. Touch-up painting -	2 PA/MH	
III Library		
A. Finish fireplace marble face woodwork and stain hearth -	4 W/MH, 2 PA/MH 12 C/MH,	
B. Touch-up book cases and trim -	28 PA/MH	
C. Install cabinet hardware -	4 C/MH	
D. Install light fixtures -	3 E/MH	
E. Relocate Stereo Speakers -	16 C/MH, 16 E/MH	
IV Conservatory		
A. Install wet bar -	6 PL/MH	
B. Install heat fintube -	4 PL/MH	Fintube to arrive
C. Install light fixtures -	2 E/MH	
D. Install fintube casework -	40 C/MH, 16 PA/MH	Fintube to arrive
E. Install new doorlocks -	4 C/MH	
F. Install floor & wall grill -	2 C/MH	Grills to arrive 11/7/83

FIRST FLOOR (Cont'd)

<u>ITEM</u>	<u>HOURS</u>	<u>COMMENTS</u>
V Dining Room		
A. Touch-up paint -	8 PA/HR.	
B. Install grill work -	3 C/HR	Grills to arrive 11/7/83
C. Complete painting of pantry door -	4 PA/HR	
D. Install light fixtures -	2 E/HR	
VI Serving Pantry		
A. Complete trim of china cabinets -	12 C/HR	
B. Paint doors and windows -	12 PA/HR	
C. Install base board -	4 C/HR	
D. Repair plaster wall -	8 PA/HR	
E. Install light fixtures -	2 E/HR	
VII Scullery		
A. Install grill -	1 C/HR	Grill to arrive 11/7/83
B. Finish electrical connec- tions -	2 E/HR	
C. Install light fixtures -	1 E/HR	
VIII Downstairs Office		
A. Install plumbing fixtures -	4 PA/HR	Toilet hardware being brassed. Due to arrive
B. Install & install medicine cabinet -	12 C/HR	
C. Install toilet tissue holder, towel bar, etc. -	4 C/HR	
D. Install light fixtures -	4 E/HR	
E. Install door plates -	4 C/HR	Plates to arrive 11/1/83
F. Replace chrome door hinges -	4 C/HR	Waiting for arrival from Canada
IX Stairwell Area		
A. Install wallpaper -	32 PA/HR	
B. Paint ceiling and stairway -	16 PA/HR	
C. Install convactor -	8 PL/HR	Due to arrive
D. Install light fixtures & switches -	6 E/HR	
E. Paint basement door -	4 PA/HR	
F. Install and paint closet door & base molding -	12 C/HR	

FIRST FLOOR (1'd)

ITEM

MANHOURS

COMMENTS

G. Install carpet -

24 CL/MH,
8 L/MH

LEGEND WITH TOTAL MANHOURS PER TRADE FOR FIRST FLOOR

C - Carpenter = 176
E - Electrician = 50
PA - Painter = 159
PL - Plumber = 30
CL - Carpet Layer = 24
L - Labor = 8
TS - Tile Setter = 0
SM - Sheetmetal man = 0
PLA - Plaster = 0
MH - Manhours = 0

GOVERNOR'S MANSION RENOVATIONS
ITEMS TO BE COMPLETED

October 27, 1983

SECOND FLOOR

<u>ITEM</u>	<u>MANHOURS</u>	<u>COMMENTS</u>
I Main Stairway and Entry Hall		
A. Install carpet runner -	32 CL/MH	Carpet to arrive 11/3/83
E. Touch-up railing stain -	8 PA/MH	
C. Install wall grill -	3 C/MH	Grills to arrive 11/7/83
D. Install light fixtures -	4 E/MH	
II Managers Office		
A. Install bathroom fixtures -	4 PL/MH	
B. Build & install medicine cabinet, tissue holder, etc. -	32 C/MH, 4 PA/MH	
C. Install light fixtures -	2 E/MH	
D. Install floor & wall grills -	3 C/MH	Grills to arrive 11/7/83
E. Complete smoke alarm panel & electrical trim out -	6 E/MH	
III Historical Bedroom		
A. Install light fixtures -	5 E/MH	
B. Install bathroom lavatory -	4 PL/MH	
C. Finish tile wainscot -	8 TS/MH	
D. Install tissue holder, towel bars, etc. -	4 C/MH	
E. Install door locks & trim out -	8 C/MH	
IV Governor's Study and Kitchenette		
A. Install tile on kitchenette counter top -	12 TS/MH	
B. Install kitchenette sink -	4 PL/MH	
C. Install appliances -	1 PL/MH	
D. Install light fixtures -	8 E/MH	
E. Finish wainscot cap in bathroom -	2 C/MH	
F. Install hardware & grills on kitchenette -	6 C/MH	
G. Install door hardware -	6 C/MH	
H. Stain fireplace hearth -	3 PA/MH	

SECOND FLOOR (Cont'd)

<u>ITEM</u>	<u>MANHOURS</u>	<u>COMMENTS</u>
V Master Bedroom		
A. Touch-up paint -	4 PA/MH	
B. Install carpet -	16 CL/MH	Carpet to arrive 11/3/83
C. Install light fixtures -	3 E/MH	
D. Complete staining of fire- place hearth -	3 PA/MH	
E. Install locks, hardware & grills -	8 C/MH	Grills to arrive 11/7/83
VI Master Bath		
A. Install plumbing fixtures -	8 SM/MH, 8 PL/MH	Fixture sent out to be modified. Due to arrive
B. Install tissue holder, towel bars, etc. -	4 C/MH	Awaiting delivery from Snowgoose
C. Install shower door hardware & glass -	4 C/MH	
D. Install light fixtures -	4 E/MH	
E. Grout and cap marble wainscot -	4 TS/MH, 6 C/MH	
VII Guest Bedroom		
A. Install carpet -	16 CL/MH	Carpet to arrive 11/3/83
B. Install light fixtures & finish out electrical -	2 E/MH	
C. Make & install medicine cabinet, tissue holder, towel bars, etc. -	24 C/MH, 8 PA/MH	
D. Install grill -	2 C/MH	Grill to arrive 11/7/83
E. Complete plumbing hook-up -	8 PL/MH	Fixture sent out to be modified. Due to arrive
VIII Second Floor Stairwell & Closet		
A. Install wallpaper -	32 PA/MH	
B. Install carpet -	16 CL/MH, 8 L/MH	
C. Install door chime & finish electrical -	10 E/MH	
D. Install electrical panel cover -	1 E/MH	Cover due to arrive

SECOND FLOOR (Cont'd)

<u>ITEM</u>	<u>MANHOURS</u>	<u>COMMENTS</u>
E. Finish out closet -	2 C/MH	

LEDGEND WITH TOTAL MANHOURS PER TRADE FOR SECOND FLOOR

C - Carpenter	= 114 Hrs.
E - Electrician	= 44½
PA - Painter	= 62
PL - Plumber	= 29
CL - Carpet Layer	= 80
L - Labor	= 8
TS - Tile Setter	= 24
SM - Sheetmetal Man	= 8
PLA - Plaster	= 0
MH - Manhours	=

<p><u>ELECTRICAL</u></p> <p>see list in room lights</p>	<p><u>SECOND FLOOR</u></p> <p><u>COGGAN</u></p> <p>11-2 - Paint Mirror 11-1 - Paint grill bath 10-31 - 2 doors hardware Back Plates</p>	<p><u>PLUMBER</u></p> <p>Bath Tub</p>
<p>Second Floor Balcony Area</p> <p><u>ELECTRICAL</u></p> <p>Delivery here</p>	<p><u>COGGAN</u></p> <p>2 wall grill 11-1 - Stair rail touch-up</p>	
<p>Master Bedroom Closet</p> <p><u>ELECTRICAL</u></p> <p>fixtures</p>	<p><u>COGGAN</u></p> <p>11-1 - Paint 4 shelves 11-1 - Door Hardware</p>	
<p>Master Bedroom</p> <p><u>ELECTRICAL</u></p> <p>fixtures lights</p>	<p><u>COGGAN</u></p> <p>Grill</p>	

AS OF
11-2-83
Lowell

Master Bath

ELECTRICAL

~~light fixture~~
~~fixtures~~

D-15
COMPLETED

COOGAN

- 11-1 ~~fan grill~~
- 10-31 ~~Marble Grouting~~
~~and top molding~~
- Paint wall Jacuzzi plate
- towel Racks
- 11-1 ~~Grab Bars~~

PLUMBER

D-16
COMPLETED

Sink faucet

2nd

ELECTRICAL

~~light fixture~~
~~light~~
~~light and switch~~
~~fixtures (Kitchen)~~
~~light (Kitchen-not here)~~

COOGAN

- Wall grill
- 11-1 ~~Closet door hardware~~
- Grill in Kitchen
- Door cabinet hardware
- Tile on counter top
- 11-2 ~~Fan grill~~
- Replace toilet seat
- Paper holder

PLUMBER

Sink Connection

Master Bedroom

ELECTRICAL

~~light fixture Chandelier~~
~~light fixture~~
~~ceiling fixture and~~
~~ceiling lights~~

COOGAN

- Wall grill
- 10-31 ~~2 doors hardware~~
- Fan grill (Bath)
- 10-31 ~~Wall door hardware~~
- Row of tile and wood
- molding
- towel bars - toilet roller
- etc.

PLUMBER

mie's office

ELECTRICAL

Chandelier
closet-light
2 side lights

*Wife
COMPLETED*

SECOND FLOOR CONTINUED

COOKING

10-31-2 doors-cj-hardware
2 wall grills
10-31-mirror-on-door
11-2-Hang-bath-mirror
1 wall grill-bath

*Wife
COMPLETED*

PLUMBER

<p>1st Floor Entry Closet</p> <p><u>ELECTRICAL</u></p> <p>1 fixture device</p>	<p><i>DATE COMPLETED</i></p> <p><u>COOGAN</u></p> <p>Holding Hat rack Coat Pole Finish Waincoat Base shoe Plinth</p>	<p><i>DATE COMPLETED</i></p> <p><u>PLUMBER</u></p> <p>Heating device</p>
<p>Office</p> <p><u>ELECTRICAL</u></p> <p>1 ceiling fixture (here) cover side lights</p>	<p><u>COOGAN</u></p> <p>Shelf & closet pole 3 doors hardware plus 1 door hinge towel racks Bath wall grill Window hardware</p>	<p><u>PLUMBER</u></p> <p>install toilet waiting on brass</p>
<p>Entry Hall</p> <p><u>ELECTRICAL</u></p> <p>1 ceiling side light 1 ceiling light 1 doorbell 1 sensor (sensor etc)</p>	<p><u>COOGAN</u></p> <p>1 wall grill Closet door stop (or bumper on hinge) Clean fireplace</p>	

FIRST FLOOR CONTINUED

<p><u>ELECTRICAL</u></p> <p>Painters</p>	<p><u>COOGAN</u></p> <p>Fireplace Gold Paint 11-2 Some white paint around seal and Dentals 1 wall grill. Window seat grill Patio door hardware</p>	<p><u>PLUMBER</u></p>
<p><u>ELECTRICAL</u></p> <p>Allow <u>A B C D</u> (Skip E) Missing grills under window seat Electrical connection in base cabinet left side</p>	<p><u>COOGAN</u></p>	<p><u>PLUMBER</u></p>
<p><u>ELECTRICAL</u></p> <p>Light fixture</p>	<p><u>COOGAN</u></p> <p>Bar 1 wall grill 1 floor grill Base painting trim Shutters (window) Finish tube shutters</p>	<p><u>PLUMBER</u></p> <p>Finish tile tube</p>

0120
 01/11/58

Room
ELECTRICAL
adlier

DATE COMPLETED -

FIRST FLOOR CONTINUED

COOGAN

- 11-2 ~~Base shoe~~ ^{By} kitchen
- 11-2 ~~Paint wall seat area~~
- 11-2 ~~Kitchen door paint~~
Touch couple of nicks
Grills (window wall seat)
1 wall grill

PLUMBER

DATE COMPLETED

ing Pantry
ELECTRICAL
ling fixtures

COOGAN

- 11-2 ~~Repair and paint wall~~
- 11-2 ~~Paint doors and window~~
Touch up base cover

PLUMBER

ory
ELECTRICAL
: fixture

COOGAN

- Install grill
- Kitchen Cabinet
- Door between kitchen
- and scullery
- REMOVED PER CONNING & KAISER'S*
- DIRECTION*

PLUMBER

SPECIAL CONCERN

3rd Floor -- carpet on hand
order -- (206) 627-6222

2nd Floor

carpet for Master Bedroom, center field ~~carpet~~ -- they have - Closet Carpet, same as Back Stairs

carpet for Living Room ~~carpet~~: *Center field F.R. L.R. same as Border Carpet for M.B.*

FILBERT

Closet Carpet, same as Back Stairs

- Den -- Same as back stairs and basement
- office -- Same as back stairs and basement
- Museum Bedroom -- Same as back stairs and basement

Main Stairway

with borders (Crystal)

First Floor

- Formal Office -- Same as above
- Main Hall Fireplace -- Field Stone - *same as above*

GOVERNOR'S MANSION RENOVATION
ITEMS TO BE COMPLETED

November 17, 1983

SECOND FLOOR

<u>ACTIVITY</u>	<u>MAN HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
I Main Stairway and Entry Hall				
A. Install wall grill -	3 C/DB	11/18/83	H&O	
B. Install light fixture -	4 E/DB	11/16/83	Cochran Electric	
C. Install bare shoe -	1/2 C/DB	11/15/83	H&O	
II Managers Office				
A. Install tissue holder, towel bar -	4 C/DB	11/22/83	Renovators Supply	11/21/83
B. Install wall grill -	1 C/DB	11/16/83	H&O	
III Historical Bedroom				
A. Install wall grill -	1 C/DB	11/18/83	H&O	
B. Install tissue holder, towel bar, etc. -	4 C/DB	11/22/83	Renovators Supply	11/21/83
IV Governor's Study and Kitchenette				
A. Install grills on kitchen- ette -	3 C/DB	11/18/83	H&O	
C. Install new toilet seat -	1 PL/DB	11/16/83	H&O	11/16/83
V Master Bedroom				
A. Install grill -	2 C/DB	11/18/83	H&O	
B. Install magnetic catches on mirror -	1 C/DB	11/17/83	H&O	

SECOND FLOOR (Cont'd)

ACTIVITY ESTIMATED HOURS COMP. DATE RESPONSIBILITY MATERIAL E.T.A.

VI Guest Bedroom

- A. Install tissue holder, towel bars, etc. - 2 C/M
- B. Install grill - 2 C/M

11/22/83 Renovators Supply 11/8/83 HSO 11/21/83

VII Second Floor Stairwell & Closet

- A. Install wall paper - 32 PA/M
- B. Install carpet - 16 C/M
- C. Install electrical panel cover - 1/2 E/M
- D. Finish out closet - 2 C/M
- E. Install closet light fixture - 1/2 E/M

11/17/83 Warner 11/15/83 Coogan
 11/22/83 Coogan Electric of HSO 11/28/83
 HSO Coogan Electric 11/16/83

TABLED WITH TOTAL HOURS PER TRADE FOR SECOND FLOOR

- C - Carpenter
- E - Electrician
- D - Painter
- H - Plumber
- I - Carpet Layer
- J - Lumber
- K - Tile Setter
- L - Electrical
- M - Plaster
- N - Handovers

GOVERNOR'S MANSION RENOVATION
 ITEMS TO BE COMPLETED

November 17, 1983

FIRST FLOOR

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
I Front Entry				
A. Install clothing poles in closet -	4 C/WH		H. Machinery & H&O	
C. Install convector -	12 PL/WH	12/22/83	Barbor Plumbing & H&O	12/15/83
D. Install door bell -	2 E/WH	11/16/83	Cochran Electric	
E. Install wall grill -	1 C/WH	11/18/83	H&O	
II Ballroom				
A. Complete window seat -	8 C/WH	11/18/83	H&O	
B. Touch-up painting -	2 PA/WH	11/18/83	H&O	
III Library				
A. Finish fireplace marble face -	4 PA/WH	11/18/83	H&O	
B. Install cabinet hardware -	4 C/WH	11/18/83	H&O	
C. Install light fixture -	2 E/WH		H&O	On order Phyllis Fradner
IV Conservatory				
A. Install vet bar -	6 PL/WH	11/18/83	H&O	
B. Install lintube casework -	20 C/WH	11/18/83	H&O	
	16 PA/WH	11/21/83	H&O	
C. Install new door locks -	4 C/WH	11/18/83	H&O	
D. Install wall grill -	2 C/WH	11/18/83	H&O	
V Dining Room				
A. Provide access cover on portico deck -	1/2 L/WH	11/18/83	H&O & Rhine Stone	

FIRST FLOOR (Cont'd)

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
VI Scullery				
A. Install grill -	1 C/WH	11/18/83	H&O	
B. Finish electrical connectors -	2 E/WH	11/16/83	Cochran Electric	
C. Install light fixtures -	1 E/WH	11/23/83	Cochran Electric	11/22/83
VII Downstairs Office				
A. Install plumbing fixtures -	4 PA/WH	11/13/83	Barbor Plumbing & H&O	11/17/83
B. Install mirror -	2 C/WH		Phyllise Bradner & H&O	Phyllise to purchase while on trip
D. Install towel bars -	4 C/WH	11/18/83	H&O	
E. Replace chrome door hinges -	4 C/WH	11/18/83	H&O	
VIII Stairwell Area				
A. Install wall paper -	32 PA/WH	11/18/83	Warner	
B. Paint rail -	16 PA/WH	11/16/83	H&O	
C. Install convecter -	8 PL/WH	12/22/83	Barbor Plumbing & H&O	12/15/83
D. Install light fixtures and switches -	6 E/WH	11/18/83	H&O	
E. Paint basement door -	4 PA/WH	11/18/83	H&O	
F. Install and paint closet door and base molding -	12 C/WH	11/18/83	H&O	
G. Install carpet -	24 CL/WH	11/19/83		

LEGEND WITH TOTAL HOURS PER TRADE FOR FIRST FLOOR

C - Carpenter
 E - Electrician
 PA - Painter
 PL - Plumber
 CL - Carpet Layer
 L - Labor
 TS - Tile Setter
 SH - Sheetmetal Man
 PLA - Plumber
 WH - Hours

GOVERNOR'S MANSION RENOVATION
ITEMS TO BE COMPLETED

November 17, 1983

BASMENT

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
I Sauna				
A. Finish ceda installation -	16 C/HR	12/1/83	H&O	
B. Install seats and floor padding -	8 C/HR	12/1/83	H&O	
C. Complete trim work -	8 C/HR	12/1/83	H&O	
D. Install sauna heater -	12 E/HR	12/1/83	H&O	
E. Paint and stain -	16 PA/HR	12/1/83	H&O	
II Sauna Restroom				
A. Complete plastering and taping -	8 PLA/HR	11/25/83	H&O	
B. Paint walls, floor and ceiling -	8 PA/HR	11/28/83	H&O	
C. Complete trim work -	8 C/HR	11/26/83	H&O	
D. Complete electrical work -	4 E/HR	11/30/83	H&O	
III Ventilation Duct Area				
A. Install sheetrock and plaster local areas -	16 PLA/HR	11/25/83	H&O	
B. Paint room and clean up floor and paint	16 PL/HR	11/29/83	H&O	
C. Complete electrical work -	12 E/HR	11/30/83	H&O	
IV Garage				
A. Complete fire taping -	16 PLA/HR	11/25/83	H&O	
B. Complete electrical finish work -	4 E/HR	11/30/83	H&O	
C. Clean up -	16 L/HR	11/26/83	H&O	
D. Paint floor -	16 PA/HR	11/28/83	H&O	

BASEMENT (Cont'd)

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
V Beller Room				
B. Complete electrical work -	8 E/WH	11/30/83	H&O	
VI Hallway to Bath				
A. Install trim -	16 C/WH	11/23/83	H&O	
B. Install light fixtures and electrical trim -	2 E/WH	11/30/83	H&O	
C. Paint walls and ceiling -	16 PA/WH	12/1/83	H&O	
VII Basement Bath				
A. Install trim on windows and doors -	16 C/WH	11/24/83	H&O	
B. Complete fixture install- ation -	8 PL/WH	11/30/83	H&O	
C. Install light fixtures and trim out electrical -	4 E/WH	11/30/83	H&O	
D. Paint walls and ceiling -	16 PA/WH	11/28/83	H&O	
E. Remove, repair and replace door -	8 C/WH	11/28/83	H&O	
VIII Balda Room				
A. Texture walls -	4 PA/WH	11/21/83	H&O	
B. Install convector -	8 PL/WH	12/22/83	Harbor Plumbing & H&O	1/15/84
C. Install trim on doors, windows and closets -	64 C/WH	11/28/83	H&O	
D. Install light fixtures and outlet trim -	2 E/WH	12/1/83	H&O	
E. Install carpet -	8 CL/WH	12/1/83	Coogan	
F. Paint walls and ceiling -	16 PA/WH	11/25/83	H&O	

STATEMENT (Cont'd)

ACTIVITY HOURS ESTIMATED COMP. DATE RESPONSIBILITY MATERIAL E.T.A.

IX Hallway

A.	Install valincoat -	66	C/HR	11/28/83	H20
B.	Texture walls -	8	PA/HR	11/19/83	H20
C.	Paint walls and ceiling -	48	PA/HR	11/21/83	H20
D.	Install converter -	8	PL/HR	11/22/83	Harbor Plumbing & H20
E.	Install light fixtures and trim out electrical -	8	E/HR	11/22/83	H20
F.	Repair floor and install carpet -	8	C/HR	12/1/83	Googan
G.	Install handrail on stairs -	32	C/HR	11/25/83	H20
H.	Install new T/W door -	26	C/HR		
I.	Install door on closet under stairs -	32	C/HR	11/25/83	H20

X Laundry

C.	Install windows and louvers in partition to wall to hallway -	25	C/HR	11/26/83	H20
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XI Store Room

A.	Complete fire taping -	8	PA/HR	11/25/83	H20
B.	Paint walls and ceiling -	16	PA/HR	11/28/83	H20
C.	Install door, lock and hardware -	6	C/HR	11/28/83	H20
D.	Complete electrical -	8	E/HR	12/1/83	H20
E.	Complete clean up -	4	E/HR	11/19/83	H20

XIII Reception Room

A.	Install wall paper -	66	PA/HR	11/26/83	Various
B.	Install crown molding and picture rail -	32	C/HR	11/25/83	H20
C.	Install locks and trim doors -	16	C/HR	11/23/83	H20

BASEMENT (Cont'd)

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
D. Install trim at tub -	16 C/SH	11/23/83	BEO	
F. Paint ceiling trim and Fireplace -	48 PA/SH	11/25/83	BEO	
F. Clean up wine closet -	4 L/SH	11/23/83	BEO	
G. Install wall grill -	1 C/SH	11/25/83	BEO	
H. Install wet bar -	8 PL/SH	11/25/83	BEO	
I. Install light fixtures and electrical trim -	8 E/SH	11/26/83	BEO	

LEDGED WITH TOTAL HOURS PER TRADE FOR BASEMENT

C - Carpenter
E - Electrical
PA - Painter
PL - Plumber
CL - Carpet Layer
L - Labor
TS - Tile Setter
SS - Structural Steel
HA - Plaster
SH - Scaffolding

MEMORANDUM

State of Alaska
Department of Transportation & Public Facilities

TO Bill Sheffield, Governor
Office of the Governor

FROM Jonathan W. Scribner
Deputy Commissioner
Southeast Region

DATE November 16, 1983

FILE NO

TELEPHONE NO 364-4360

SUBJECT Governor's Mansion
Renovation Completion
of Remaining

The attached summary details all activities which remain to be completed at the mansion.

The activities have been identified by on-site Design & Construction, and the estimated completion dates assigned by on-site Design & Construction and Maintenance and Operations personnel.

Work hours have been extended to 10 hours per day, Monday through Friday, and 8 hours per day on Saturday to meet the completion dates shown.

The summary will be updated daily and transmitted to you for review.

JWS:GDG:ka

cc: Daniel A. Casey, Commissioner, DOT&PF w/attachments

P.S. - I have assigned Howard Caruth as man-in-charge off. 11/16
- We are to be out of 1st + 2nd floor by Friday night!

✓ cc Dan Dickmeyer
Dave Waldron

GOVERNOR'S MANSION RENOVATION
ITEMS TO BE COMPLETED

November 16, 1983

FLOOR FLOOR

ACTIVITY	MAN HOURS	ESTIMATED COMP. DATE	RESPONSIBILITY	MATERIAL E.T.A.
I Main Stairway and Entry Hall				
A. Install wall grill -	3 C/HR	11/18/83	H&O	
B. Install light fixture -	4 E/HR	11/16/83	Cochran Electric	
C. Install baseshoe -	1/2 C/HR	11/15/83	H&O	
II Keepers Office				
A. Install tissue holder, towel bar -	4 C/HR	11/22/83	Renovators Supply	11/21/83
B. Install wall grill -	1 C/HR	11/18/83	H&O	
III Historical Bedroom				
A. Install wall grill -	1 C/HR	11/18/83	H&O	
B. Install tissue holder, towel bar, etc. -	4 C/HR	11/22/83	Renovators Supply	11/21/83
Install paper-holding device -	1 C/HR	11/16/83	H&O	
IV Governor's Study and Eitchenette				
A. Install grills on Eitchenette -	3 C/HR	11/18/83	H&O	
B. Install paper-holding device -	1 C/HR	11/16/83	H&O	11/16/83
C. Install new toilet seat -	1 PL/HR	11/16/83	H&O	11/16/83
V Master Bedroom				
A. Install grill -	2 C/HR	11/18/83	H&O	

2ND FLOOR (Cont'd)

<u>NO.</u>	<u>DESCRIPTION</u>	<u>MANHOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
VI. Second Floor					
5.	Install tissue holder, towel bars, etc. -	2 C/SH	11/22/83	Renovators Supply H50	11/21/83
6.	Install grill -	2 C/SH	11/18/83		
VII. Second Floor Stairwell & Closet					
A.	Install wall paper -	32 PA/SH	11/18/83	Garner	
B.	Install Carpet -	16 CL/SH	11/19/83	Coogan	
C.	Install electrical panel cover -	1/2 E/SH	11/28/83	Cochran Electric or H20	11/28/83
D.	Finish out closet -	2 C/SH	11/18/83	H50	
E.	Install closet light fixture -	1/2 E/SH	11/16/83	Cochran Electric	

INDEXED WITH TOTAL MANHOOURS PER TRADE FOR SECOND FLOOR

- C - Carpenter
- E - Electrician
- PA - Painter
- PL - Plumber
- CL - Carpet Layer
- L - Labor
- TS - Tile Setter
- SH - Sheetmetal Man
- PLA - Plaster
- SH - Manhours

GOVERNOR'S MANSION RENOVATION
 ITEMS TO BE COMPLETED

November 16, 1983

ITEM 11000:

<u>ACTIVITY</u>	<u>QUANTITIES</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
I Front Entry				
A. Install clothing poles in closet -	4 C/BI		H. Machinery & HSO	
B. Install glass picture	4 C/BI	11/15/83	Cochran Electric	
C. Install convactor -	12 PL/BI	12/22/83	Harbor Plumbing & HSO	12/15/83
D. Install door bell -	2 L/BI	11/16/83	Cochran Electric	
E. Install wall grill -	1 C/BI	11/18/83	HSO	
II Ballroom				
A. Complete window seat -	8 C/BI	11/18/83	HSO	
B. Touch-up painting -	2 PA/BI	11/18/83	HSO	
III Library				
A. Finish fireplace marble face -	4 PA/BI	11/18/83	HSO	
B. Install cabinet hardware -	4 C/BI	11/18/83	HSO	
C. Install bedplate slates	2 C/BI	11/15/83	Cochran Electric	
IV Conservatory				
A. Install vent bar -	6 PL/BI	11/18/83	HSO	
B. Install flutube casework -	20 C/BI	11/18/83	HSO	
	16 PL/BI	11/21/83	HSO	
C. Install new door locks -	4 C/BI	11/13/83	HSO	
D. Install wall grill -	2 C/BI	11/18/83	HSO	
V Dining Room				

FIRST FLOOR (cont'd)

<u>ACTIVITY</u>	<u>HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>RESPONSIBILITY</u>	<u>REMARKS E.T.A.</u>
VI. Scullery				
1. Install panel -	1 C/HR	11/18/83	H50	
2. Finish electrical connectors -	2 E/HR	11/16/83	Cochran Electric	
3. Install light fixtures -	1 L/HR	11/23/83	Cochran Electric	11/22/83
VII. Men's/Ladies Office				
1. Install plumbing fixtures -	4 PA/HR	11/18/83	Barber Plumbing & H2O	11/17/83
2. Install mirror -	2 C/HR		Phyllis Bradner & H50	Phyllis to purchase while on trip
3. Install towel bars -	4 C/HR	11/18/83	H50	
4. Install door	4 C/HR	11/18/83	H50	
5. Replace chrome door hinges -	4 C/HR	11/18/83	H50	
VIII. Men's/Ladies Area				
1. Install wall paper -	3 L/HR	11/18/83	Warner	
2. Paint ceiling and baseboards -	16 PA/HR	11/16/83	H50	
3. Install connector -	3 C/HR	12/22/83	Barber Plumbing & H2O	12/15/83
4. Install light fixtures and switches -	6 L/HR	11/18/83	H50	
5. Paint basement door -	4 L/HR	11/18/83	H50	
6. Install and paint closet door and hinge molding -	12 C/HR	11/16/83	H50	
7. Install carpet -	25 C/HR	11/19/83		

EXCLUDED WITH TOTAL BASHIRAN FOR TRADE FOR FIRST FLOOR

C - Carpenter
 E - Electrician
 PA - Painter
 L - Lumber
 H - Hanger
 L - Labor
 H - Hitter
 H - Sheetrock
 PA - Plaster

GOVERNOR'S HARBOR RENOVATION
 ITEMS TO BE COMPLETED

November 16, 1983

I. Office

NO.	DESCRIPTION	QUANTITY	ESTIMATED COMP. DATE	ESTIMATED BID COST	MATERIAL E.T.A.
1.	Finish cable installation -	16 C/20	12/1/83	\$50	
2.	Install seats and floor padding -	6 C/20	12/1/83	\$80	
3.	Complete trim work -	6 C/20	12/1/83	\$80	
4.	Install room heater -	1 C/20	12/1/83	\$50	
5.	Paint and stain -	16 PS/20	12/1/83	\$50	

II. Court Restroom

1.	Complete plastering and taping -	3 PA/20	11/25/83	\$50	
2.	Paint walls, floor and ceiling -	2 PS/20	11/28/83	\$50	
3.	Complete trim work -	6 C/20	11/29/83	\$76	
4.	Complete electrical work -	4 E/20	11/30/83	\$50	

III. South Harbor Boat Area

1.	Area 11 electrical and plaster local area -	16 PA/20	11/25/83	\$50	
2.	Paint room and clean up floor and paint	16 PS/20	11/29/83	\$50	
3.	Complete electrical work -	12 E/20	11/30/83	\$50	

IV. Garage

A.	Complete fire taping -	16 PA/20	11/25/83	\$50	
B.	Complete electrical finish work -	4 E/20	11/30/83	\$50	
C.	Clean up -	16 PS/20	11/26/83	\$50	
D.	Paint floor -	16 PS/20	11/28/83	\$50	

CONTRACT (Cont'd)

NO.	DESCRIPTION	QUANTITY	ESTIMATED COMP. DATE	PLS. RESPONSIBILITY	BATHPLAN E.T.A.
V. Entry Room					
1.	Complete electrical work -	8 1/2 HR	11/30/83	BEO	
VI. Entry to Bath					
2.	Install trim -	16 C/HR	11/23/83	BEO	
B.	Install light fixtures and electrical trim -	2 E/HR	11/30/83	BEO	
C.	Paint walls and ceiling -	15 PA/HR	12/1/83	BEO	
VII. Enlarged Bath					
3.	Install trim on windows and doors -	16 C/HR	11/24/83	BEO	
C.	Complete fixture install- ation -	6 1/2 HR	11/30/83	BEO	
C.	Install light fixture and trim and electrical -	3 1/2 HR	11/30/83	BEO	
B.	Paint walls and ceiling -	16 PA/HR	11/28/83	BEO	
C.	Remove, repair and replace door -	3 C/HR	11/23/83	BEO	
VIII. Bath Room					
2.	Remove wall -	3 PA/HR	11/21/83	BEO	
B.	Install connector -	8 1/2 HR	12/22/83	Barlow Plumbing & BEO	12/15/83
C.	Install trim on doors, windows and closets -	65 C/HR	11/28/83	BEO	
B.	Install light fixture and electrical trim -	3 1/2 HR	12/1/83	BEO	
L.	Install carpet -	8 C/HR	12/1/83	Geogian	
C.	Paint walls and ceiling -	16 PA/HR	11/25/83	BEO	

RECREATION (Cont'd)

<u>QUANTITY</u>	<u>REMARKS</u>	<u>ESTIMATED COMPL. DATE</u>	<u>RESPONSIBILITY</u>	<u>INITIAL E.T.A.</u>
10000				
24	Install varniseot -	64 C/HR	11/28/83	H20
6	Texture walls -	6 PA/HR	11/19/83	H20
48	Paint walls and ceiling -	48 PA/HR	11/21/83	H20
8	Install connector -	8 PL/HR	12/22/83	Harbor Plumbing & E20
	Install light fixtures and trick out electrical -	8 E/HR	11/22/83	H20
1	Repair floor and install carpet -	6 C/HR	12/1/83	Coogan
32	Install handrail on stairs -	32 C/HR	11/25/83	H20
24	Install new 2/0 door -	24 C/HR		
32	Install lock on closet under stairs -	32 C/HR	11/25/83	H20
20000				
	Install window and hardware in partition to wall to bath -	24 C/HR	11/24/83	H20
30000				
6	Complete floor coping -	6 PA/HR	11/25/83	H20
16	Paint walls and ceiling -	16 PA/HR	11/28/83	H20
6	Install door, lock and hard- ware -	6 C/HR	11/28/83	H20
8	Complete electrical -	8 E/HR	12/1/83	H20
4	Complete clean up -	4 L/HR	11/19/83	H20
40000 Recreation Room				
64	Install wall paper -	64 PA/HR	11/24/83	Warner
32	Install crown molding and picture rail -	32 C/HR	11/25/83	H20
16	Install locks and trim doors -	16 C/HR	11/23/83	H20

MEMORANDUM

State of Alaska
Department of Transportation & Public Facilities

TO: Bill Sheffield, Governor
Office of the Governor

DATE: December 2, 1983

FILE NO: 4032

TELEPHONE NO: 364-4360

FROM: Jonathan W. Scribner
Deputy Commissioner
Southeast Region

SUBJECT: Governor's Mansion
Renovation - Final
Summary of Remaining
Work

The attached summary of remaining work represents the final summary to be published daily.

At this time, all mansion renovation work is substantially completed, with the remaining activities impeded by material deliveries.

The work identified as remaining will be completed on an ongoing basis by Southeast Region Maintenance & Operations as material deliveries permit.

If you have any questions regarding this matter please advise.

JWS:DD:lm

cc: Wally DeRoff, Chief, Buildings, S.E. Region Design & Construction, DOT&PF
D. D. Dieckmeyer, Director, S.E. Region Design & Construction, DOT&PF
Glen Glenzer, Acting Commissioner, DOT&PF
Dave Waldron, Director, Maintenance & Operations, DOT&PF

RECEIVED
SOUTHEAST REGION DESIGN & CONST.
DEC 03 1983
DIRECTOR'S OFFICE

GOVERNOR'S MANSION RENOVATION
ITEMS TO BE COMPLETED

December 2, 1983

	<u>MAN HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>LABOR RESPONSIBILITY</u>	<u>MATERIAL RESPONSIBILITY</u>	<u>MATERIAL F.T.A.</u>
Office					
Wall tissue holder -	4 C/WH	12/10/83	H&O	Renovators Supply	12/15/83
Bedroom					
Wall tissue holder -	4 C/WH	12/10/83	H&O	Renovators Supply	12/15/83
Bedroom					
Wall tissue holder -	2 C/WH	12/10/83	H&O	Renovators Supply	12/15/83
Upper Stairwell & Closet					
Wall electrical panel cover -	½ E/WH	12/3/83	H&O	Cochran Electric	12/2/83
Living					
Wall convactor -	12 H/WH	12/22/83	H&O	Harbor Plumbing	12/15/83
Wall wall grill -	1 C/WH	11/22/83	H&O		
Face chrome hinges on closet doors -	1 C/WH	11/19/83	H&O		
Entry					
Face chrome door hinges -	1½ C/WH	11/26/83	H&O		
Area floor grill -	½ C/WH		H&O		
Upper electrical connectors -	2 E/WH	12/8/83	H&O	Cochran Electric	12/5/83
Office					

	<u>MAN HOURS</u>	<u>ESTIMATED COMP. DATE</u>	<u>LABOR RESPONSIBILITY</u>	<u>MATERIAL RESPONSIBILITY</u>	<u>MATERIAL E.T.A.</u>
Don Pitt Area of room and clean up foot print -	16 PA/WH	11/29/83	H&O		
Bath					
Bath					
Call convector -	8 PL/WH	12/22/83		Harbor Plumbing & H&O	12/15/83
Call light fixtures and toilet trim -	3 E/WH	12/3/83		H&O	
Call carpet -	8 CL/WH	12/3/83	Coogan Warner	Coogan	
Call wallpaper	4PA/WH	12/6/83			
Call convector -	8 PL/WH	12/22/83	H&O	Harbor Plumbing	12/15/83
Call floor and install upset -	6 CL/WH	12/1/83	H&O		
Call shelving and floor -	5 PA/WH	11/28/83	H&O		
Call door, lock and hard- ware -	6 C/WH	11/28/83	H&O		
Call on Room					

water
toilet
water
water
pet layer
V
to Setter
metal Ben

MEMORANDUM

Document #8

State of Alaska
Department of Transportation & Public Facilities

TO: Jonathan W. Scribner
Deputy Commissioner
Southeastern Region

DATE: December 7, 1983

FILE NO: M3-030

TELEPHONE NO: 789-3483

FROM: David L. Waldron, Director
Maintenance and Operations
Southeastern Region

SUBJECT: Juneau-Governor's Mansion
Renovation

For the period November 1 through December 5, 1983, M&O personal services costs for the Governor's Mansion renovation project total \$27,683.22. This figure includes time spent on completing specific items on the various Building D&C punchlists given us.

Other personal services charged to the Governor's Mansion during the period October 24 through December 5, 1983 total \$22,193.11. This encompasses work considered as normal maintenance (window washing, moving furniture, cleanup, and other work not directly connected with completion of the construction project).

We do not yet have a final cost for materials purchased by M&O for the Mansion since October 24, but the total should not exceed \$3,500.00.

DLW:cmt

Governor's Mansion "CONSTRUCTION"

CONSTRUCTION

PAY PERIOD ENDING:	HOURS WORKED						TOTAL HOURS	RATE	TOTAL COST
	10-31	11-08	11-15	11-23	11-30	12-08			
T. WILLIAMS 519-50-2028				45.0	25.5	11.5	82.0	17.66	1,448.12
ELECTRICIAN WG II				14.5	6.5		21.0	25.74	540.54
52A									
P. VANDOR 549-24-3900			30.0	45.0	30.0	22.5	127.5	25.42	3,241.05
CARPENTER - WG IV (II) LEAD				21.5	18.0	2.5	42.0	38.13	1,601.46
52B					8.0		8.0	50.85	406.80
S. REA 543-64-1902			22.5	45.0	30.0	15.0	112.5	15.68	1,764.00
PAINTER WG II			2.0	21.5	22.0	4.0	49.5	22.77	1,127.12
54A (C)					11.0		11.0	29.86	328.46
H. ZOBRIST 346-16-8250			22.5	45.0	30.0	15.0	112.5	15.68	1,764.00
PAINTER WG IV				22.0	18.0	2.0	42.0	22.77	956.34
54A (C)				4.0	9.0		13.0	29.86	388.18
D. ETHERIDGE 574-22-4102				30.0	22.0		52.0	22.69	1,179.88
MAINT. WORKER II WG IV				8.0	1.5		9.5	34.04	323.38
54C									
T. BUCHANAN 541-54-0584				33.5	30.0	7.5	71.0	15.68	1,113.28
CARPENTER WG IV				5.0	21.5	2.5	29.0	22.77	660.33
54A (C)					8.0		8.0	29.86	238.88
T. PATTEN 471-62-1380				45.0	7.5		52.5	15.68	823.20
CARPENTER WG IV				20.5	10.5		31.0	22.77	705.87
54A (C)					8.0		8.0	29.86	238.88
D. BAHRT 574-18-9675				45.0	7.5		52.5	15.68	823.20
CARPENTER WG IV				20.5	10.5		31.0	22.77	705.87
54A (C)					8.0		8.0	29.86	238.88