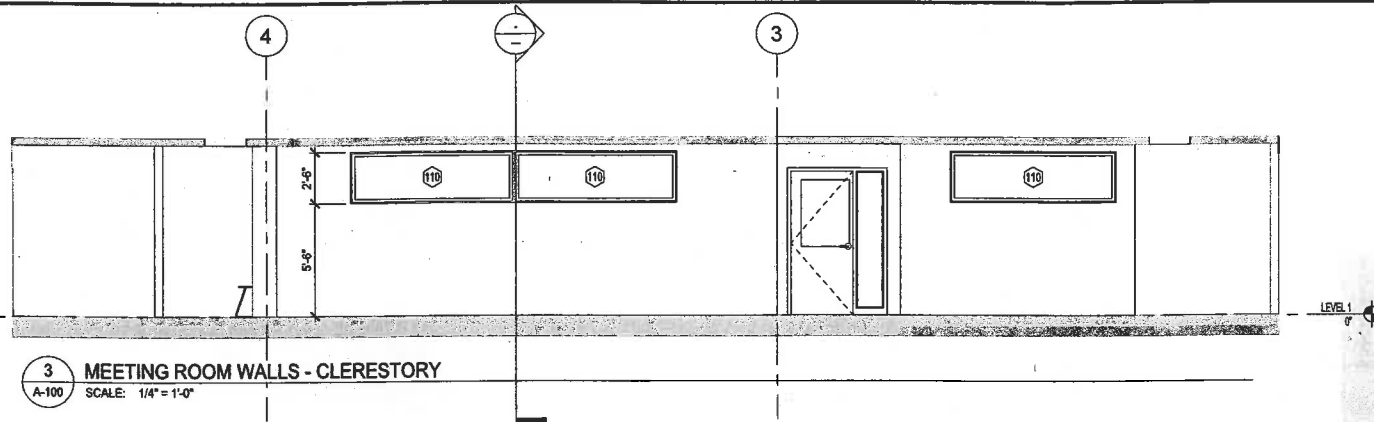


**TO:** Board of Commissioners  
**FROM:** Josh Tyler, Director of Operations  
**DATE:** March 1, 2023  
**RE:** South Burlington Administrative Office Update

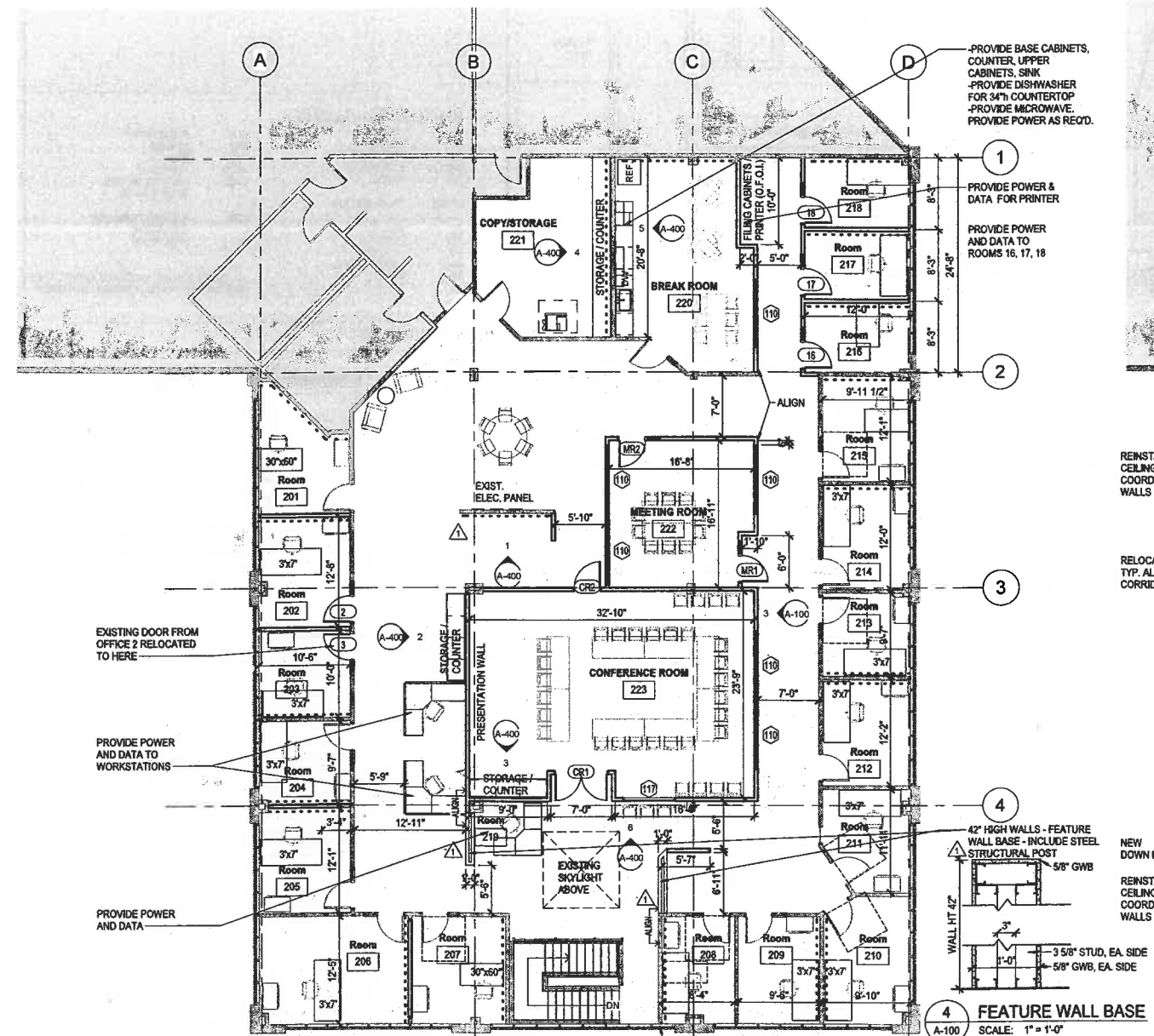
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Following the Board approval in January, CSWD signed a contract with Opus Corporation for the construction fit up costs associated with District's leased property at 19 Gregory Drive, South Burlington. Our contract budget and timeline are on track as expected.

The contract term is from January 31<sup>st</sup> with a project end date of March 10, 2023. The electrical inspection occurred, with only a few minor upgrades needing to be made. The doors and windows have been ordered and interior walls are being installed. The floor plan is included. Our expected move in date will be Monday, March 27, 2023. Our March Board meeting will still be held in the Williston location but moving forward our meetings will be held at our new location. We will be excited to showcase our new office!



3 MEETING ROOM WALLS - CLERESTORY  
A-100 SCALE: 1/4" = 1'-0"



1 LEASE SPACE FLOOR PLAN  
A-100 SCALE: 1/8" = 1'-0"

## INTERIOR FINISHES NOTES

### MILLWORK

STORAGE/COUNTERS @ OFFICE & CONF.  
ROOM/COPY ROOM  
- P-LAM COUNTERTOP  
- WOOD VENEER BASE CABINETS  
- ALTERNATE #1: P-LAM BASE CABINETS

### BREAKROOM

- SOLID SURFACE COUNTERTOP  
- WOOD VENEER BASE & UPPER CABINETS  
- ALTERNATE #2: P-LAM BASE & UPPER CABINETS

### INTERIOR FINISH MATERIALS

FLOORING  
CARPET AT ALL AREAS U.N.O. - BY OTHERS

### WALL BASE

EXISTING WALLS - BY OTHERS  
NEW WALLS - PROVIDE VINYL BASE TO MATCH  
EXISTING WALLS

### WALLS

FRAMED TO DECK WITH ACOUSTIC INSULATION AT:  
- BREAK ROOM  
- ROOM 201  
- ROOM 202  
- ROOM 203

PAINT  
ALL GWB TO BE PAINTED - TENANT TO APPROVE.  
ASSUME 25% TO RECEIVE ACCENT PAINT

MFR: SPEC. BY OTHERS  
COLORS: UP TO 6 - PAINT PROVIDED BY TENANT  
SHEENS: CEILING - FLAT; DOOR TRIM - SEMI-GLOSS;  
WALLS - EGGSHELL

ACCENT WALL LOCATION.  
COLOR TO BE SELECTED BY  
TENANT

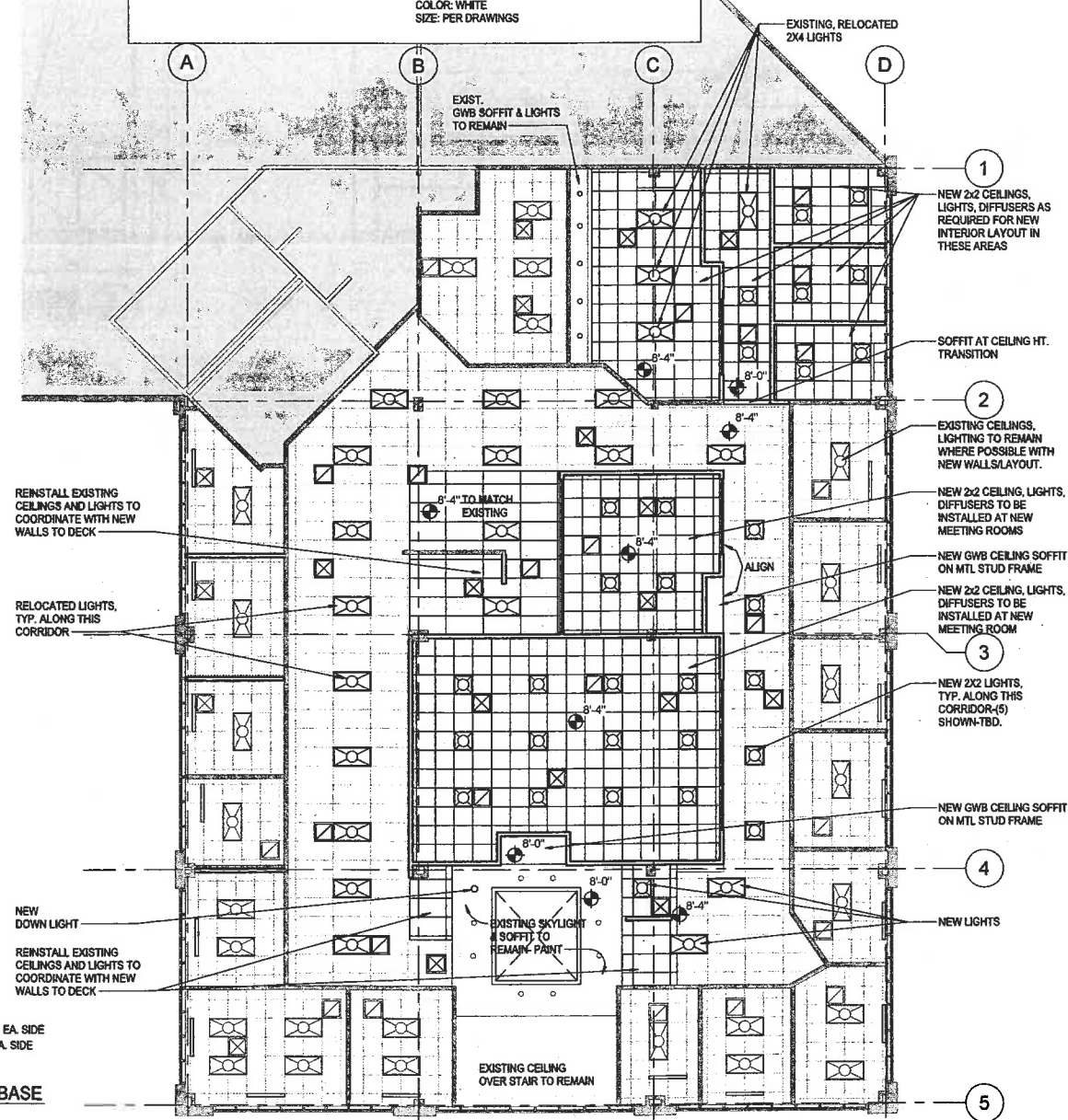
### CEILING

S.O.D.  
MFR: ARMSTRONG  
PRODUCT: CIRRUS - LAY-IN, 15/16" GRID  
COLOR: WHITE  
SIZE: PER DRAWINGS

## GENERAL NOTES

### GENERAL NOTES:

1. FRAMING AND DEMOLITION WORK IS COMPLETE.
2. EXISTING SPRINKLER TO BE MODIFIED TO COORDINATE WITH NEW INTERIOR LAYOUT, TYP.
3. EXISTING HVAC TO BE MODIFIED TO COORDINATE WITH NEW INTERIOR LAYOUT, TYP.
4. FIRE EXTINGUISHER CABINETS
5. ADD ALTERNATE: REPLACE ALL OFFICE DOORS (14 EXISTING, 4 NEW) WITH FULL GLASS DOOR.
6. PROVIDE POWER AND DATA AT ALL NEW OFFICES, CONFERENCE ROOMS, AND AS NOTED
7. WINDOW TYPE 110: 6'-0" W x 2'-6" H FIXED, SILL HT 5'-6"
8. WINDOW TYPE 117: 6'-0" W x 3'-4" H FIXED, SILL HT 3'-4"
9. FURNITURE SHOWN FOR REFERENCE ONLY.
10. INTERIOR WAYFINDING SIGNAGE BY OWNER.
11. EXTERIOR BUILDING SIGNAGE BY OWNER.
12. ALL NEW INTERIOR WALLS TO BE 3/8" STUD FILLED WITH ACOUSTIC INSULATION, WITH 1 LAYER GWB EA. SIDE, U.N.O. PREP & PAINT.
13. PROVIDE TRANSITION STRIP AT FLOORING MATERIAL CHANGES.
14. ALL M.E.P. AND FIRE PROTECTION TO BE DESIGNED/BUILT BY OTHERS. ANY LAYOUTS RELATED TO THESE SCOPES OF WORK SHOWN ON THE ARCHITECTURAL DRAWINGS ARE FOR REFERENCE ONLY.



2 LEASE SPACE REFLECTED CEILING PLAN  
A-100 SCALE: 1/8" = 1'-0"



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802-484-6344 • www.frfreeman.com  
Architecture • Planning • Interiors

CSWD fit-up at  
Gregory Drive

SOUTH BURLINGTON,  
VERMONT

PROJECT NO: 2281  
ORIGINATOR DATE: SCALE:  
11/02/2022 As indicated  
DRAWN BY: CHECKED BY:  
JP CL  
DATE LOG:  
ISSUE FOR CONSTRUCTION 11/22/2022  
AS1001 12/17/2022

PROPOSED PLAN  
& RCP

A-100