



MEMORANDUM

Date: February 7, 2019

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Construction Activity Associated with the Administration East and West Building Roofs**

To continue our evaluation of the Administration East and West exterior buildings, certain roof modifications and anchor points will be constructed to allow the investigation portion of the project to proceed. These activities will include work on the roof of both buildings and will generate some noise and increased activity.

The work is described in more detail in the attached February 6, 2019 memorandum from the Facilities Management Director.

CHH/anc

Attachment

c: Tom Burke, Deputy County Administrator for Administration
Lisa Josker, Director, Facilities Management



FACILITIES MANAGEMENT

MEMORANDUM

Date: February 6, 2019

To: C.H. Huckelberry
County Administrator

From: Lisa Josker, Director 
Facilities Management

Via: Tom Burke 
Deputy County Administrator - Administration

Re: Construction on the Administration East and Administration West Building Roofs

Facilities Management is currently working on a project to address the water and air leakage at both the Administration West and Administration East Buildings. The first phase of the project is to install fall protection tie-offs on the roof of each building. These tie-offs will be required to perform the next step which is the investigative part of the overall project. Below is a brief schedule of the work:

- Begin layout the week of February 4th.
- Begin installation around February 12th on Administration East and February 14th for Administration West.
- Completion of the work around February 20th for Administration East and February 22nd for Administration West.

There will be some noise generated by the work such as sawing and hammer-drills, but that work is scheduled to take place between the hours of 3:00 AM and 7:00 AM in the morning and after 5:30 PM in the afternoons, disruption should be minimal. It is possible that there may be some noise from the workmen during the day, but that is expected to be minor.

Additionally, the freight elevators in each building may be dedicated to the workmen at various times throughout the project. You will see workers in the area as they will need to come through your lobby to get to the roof. They will all be wearing vests or shirts that will have the company name on them. Keys will be checked out and controlled by Facilities Management.

The Facilities Management Architect and Project Manager for this project is Ken Imoehl. He can be reached at 724-7467.

We appreciate your assistance in working with Facilities Management with this project. If you have any questions or concerns do not hesitate to contact me.

LJ/dlm