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Staff Progress Report

Project New Administration Building for the Municipality of Argyle
Date 7th June 2019

Hello team,

This week we had a conference call with Alain, Eilidh, our M&E engineers and our cost consultant to discuss whether the budget appears to be achievable with the building layout and form that we have so far. It was important to have that discussion so that we could have confidence that there is a reasonable chance of success in return for the investment in the design team's development of this design iteration. The outcome is that the budget should be enough money to build this building. No-one can guarantee this especially in a remote location where contractors and subcontractors are already busy, but the approach we have taken is as low cost as it can be with reasonable quality. Everyone on the call was comfortable for the design team to proceed with their design work.

We also discussed the IT and AV requirements with Scott Muise, Eilidh Canning and our electrical engineer, we agreed that;

- There may be fewer exterior light poles and more building mounted lighting, the latter is more cost effective. ONSA will calculate how many poles are necessary for safety.
- Motion detectors can be the type that are part of the light switch in each office.
- Keys, notwithstanding the possibility of loss and recut, are far more cost effective than a key fob system and there are no major problems with using a keyed entry system for the main entrance, staff entrance and recreation store. All other doors are exit only.
- The security system should include electronic door strikes on all exterior doors and a keypad (to disable the alarm) at main entrance and staff entrance only.
- Several motion detectors are needed for corridors and lobby.
- One CCTV camera should be trained on the lobby reception, one at main entrance (also viewing the recreation store door) and one at staff entrance.
- A fully addressable fire alarm is not required by code. The current building has smoke detectors tied into the security system that alerts the security company of any trigger. The same should be sufficient for the new building. MODA should check if there are any implications on building insurance.
- There will be one wired data connection and one wired phone connection per office, and similar for each meeting room and consult room. One phone line in the kitchen.
- The Great Hall will have one floor box with under floor conduit, providing;
 - Wired microphone for each councillor seat
 - Power for each councillor seat
 - Data for each councillor seat

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- HDMI to the central seat only
- Discussion on the layout of the tables, TV and cameras etc. will follow.

Have a good weekend, thanks for your participation and prompt decision making this week.