



## **Notice of Work- Light Fixture Survey**

To: Capitol Building

From: Oregon State Capitol Renovation (OSCR) Team

Date: October 21, 2014

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### **The following OSCR project team members will be working in the Capitol:**

- 1-2 representatives from ARG and Capitol Facility Services

### **Scheduled Date and Time of Work:**

- Tuesday, October 28, 2014
- Between the hours of 9:00 a.m. and 6:00 p.m.

### **Location of work:**

- Offices from the Ground Floor to the 4<sup>th</sup> Floor

### **Work to be performed:**

- Team members will be conducting a light fixture survey in all offices from the Ground Floor through the 4<sup>th</sup> floor of the 1938 Building.
- The team will begin on the East side of the Ground Floor at 9:00 a.m. and work their way to the West side of the 1938 building and then up to the next floor.
- Each visit will take 1-5 minutes.
- If the office has a historical light fixture, the team member will be taking measurements and pictures of the fixture for documentation.

### **Impacts:**

- The team will be escorted by a Facility Services representative.
- The team members will need access to your office for a minimum amount of time. If the time in which they arrive at your office is not convenient for you, please let the team know when they can come back.

### **Purpose of work:**

• This work is being done to document the number, location and existing condition of historical light fixtures in the Capitol. It is our goal to gather the above information in the most discreet method possible. Should any questions or concerns arise in the process of the work being conducted, we welcome you to contact us in Room 354 at 503.986.1190.

Thank you,

Jessica Lacasella

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<http://www.oregonlegislature.gov/renovation>